



No. CSVTU/FORTE/Advt/2023/116

Date: 17/08/2023

ADVERTISEMENT FOR RECRUITMENT OF STAFF FOR NIDHI i-TBI, CSVTU BHILAI

CSVTU Foundation for Rural Technology and Entrepreneurship (CSVTU-FORTE), a section-8 company of Chhattisgarh Swami Vivekanand Technical University (CSVTU), is inviting applications for selection at key positions in the NIDHI-Inclusive Technology Business Incubator (i-TBI), as mentioned below:

- | | |
|------------------------------------|-------------|
| 1. Chief Executive Officer (CEO) - | 01 position |
| 2. Incubation Manager - | 01 position |
| 3. Incubation Associate - | 01 position |
| 4. Accountant - | 01 position |
| 5. Workshop Assistant - | 01 position |
| 6. Multi-Tasking Staff (MTS) - | 01 position |

NIDHI i-TBI is an Incubator for nurturing knowledge-based and technology-driven ideas and innovations into successful startups, established at CSVTU Campus, Newai, Bhilai (CG), under National Initiative for Developing and Harnessing Innovations (NIDHI) of National Science & Technology Entrepreneurship Development Board (NSTEDB), Department of Science & Technology (DST), Government of India.

ABOUT NIDHI i-TBI, CSVTU Bhilai

NIDHI i-TBI, CSVTU Bhilai, supported by NSTEDB, DST is focusing on fostering innovation and entrepreneurship culture among the students, faculties, innovators, entrepreneurs and nearby communities. It will provide grants-in-aid fund support and mentoring support to innovative ideas enabling to convert them into prototypes and support further in their journey to successful startups.

More details about the NIDHI i-TBI, CSVTU Bhilai, is given in our official website:

www.csvtuforte.com

Applications are invited from deserving candidates for the following positions:

1. CHIEF EXECUTIVE OFFICER (CEO)

JOB DESCRIPTION, CHIEF EXECUTIVE OFFICER (CEO)

- Providing overall strategies, framing guidelines and procedures for effective functioning of i-TBI.
- Identifying and selecting suitable start-ups, which will lead to overall growth of the i-TBI.
- Collaboration and networking with other incubation centres, industries and academic institutions for achieving the mission of the incubation centre.
- Raising fund from different funding sources (Including CSR funding) leading to self-sustainable operation of the incubation centre.
- Planning funding and investors for incubatees.

ESSENTIAL ELIGIBILITY CRITERIA

Masters Degree in any Engineering/Technology/Science/Management discipline from a reputed Indian/Foreign University/Institute; should have Minimum 5 years of total work experience, out of which minimum 2 years experience should be working in any Managerial/Leadership capacity for any Recognized Incubation Centre/ Startup Ecosystem, Entrepreneurship Development and Management Organization or any reputed Organization actively involved in promoting Entrepreneurship.

DESIRABLE

- Doctoral degree (Ph.D.) in any Engineering/Technology/Science/Management discipline
- Domain knowledge with practical experience in entrepreneurship development/ management and/or association with some incubator/TBI.
- Strong technical skills. Must be able to participate in discussions with incubatee companies and provide feedback and direction.
- Administrative and managerial skills. Must be able to motivate and work with a team consisting of multiple people with different skill sets and backgrounds.
- Strong Communication and presentation skills.
- Ability to work independently and provide vision to the incubatees as well as the incubation team.

COMPENSATION

Consolidated remuneration of *max. up to Rs. 1 Lakh/Month (with 10% annual increment). Essential allowances will be admissible as per the norms for any project related work with prior approval from competent authority.

DURATION OF APPOINTMENT

On Contractual basis for one year, extendable up to 3 years based on yearly performance review.

2. INCUBATION MANAGER

JOB DESCRIPTION, INCUBATION MANAGER:

Incubation manager will work closely with CEO to run the incubation centre. He will be responsible for developing and executing outreach plan scouting, evaluating, selecting and on-boarding of quality innovative start-ups. The incubation manager will have the responsibility for day-to-day operations of the incubation facility most effectively.

ESSENTIAL ELIGIBILITY CRITERIA

Graduate Degree in any Engineering/ Technology/ Science/ Management discipline from a reputed Indian/Foreign University/Institute having Minimum 3 years of total work experience, out of which minimum 1 year should be a combination of Entrepreneurship, Entrepreneurship Development, Management and Design/Research experience in relevant area.

DESIRABLE

- Masters Degree in any Engineering/ Technology/ Science/ Management discipline
- Experience in entrepreneurship development/ management and/or association with some incubator/TBI/Startup ecosystem.
- Must be able to participate in discussions with incubatee companies and provide the feedback and direction.
- Should be able to run programs such as ideathon, hackathon and grand challenges to scout innovators and startups.
- Should be able to network with corporates and Govt. bodies to raise funding for incubation programs.
- Strong communication and presentation skills.

COMPENSATION

Consolidated remuneration of *max. up to Rs. 58,000/Month (with 10% annual increment). Essential allowances will be admissible as per the norms for any project related work with prior approval from competent authority.

DURATION OF APPOINTMENT

On Contractual basis for 1 year, extendable up to 3 years based on yearly performance review.

3. INCUBATION ASSOCIATE

JOB DESCRIPTION, INCUBATION ASSOCIATE:

Incubation Associate will assist the incubation manager in his functions, in addition to this he will also look day to day needs of guiding the start-ups for their smooth progress. Associate will also look into the commercialization aspects of developed products under i-TBI by various start-ups.

ESSENTIAL ELIGIBILITY CRITERIA

Graduate Degree in any Engineering/ Technology/ Science/ Management discipline from a reputed Indian/Foreign University/Institute having Minimum 1 year of total work experience with some exposure to Prototype Development/ Business Model development (Market Survey).

DESIRABLE

1. Masters Degree in any Engineering/ Technology/ Science/ Management discipline
2. Must be able to participate in discussions with incubatees and provide feedback.
3. Ability to manage i-TBI facility, including onboarding of mentors.
4. Good communication and presentation skills.

COMPENSATION

Consolidated remuneration of *max. up to Rs. 49,000/Month (with 10% annual increment). Essential allowances will be admissible as per the norms for any project related work with prior approval from competent authority.

DURATION OF APPOINTMENT

On Contractual basis for one year, extendable up to 3 years based on yearly performance review.

4. ACCOUNTANT

JOB DESCRIPTION, ACCOUNTANT:

The accountant will oversee the accounts and overall documentation and activities of all the financial records under the i-TBI.

ESSENTIAL ELIGIBILITY CRITERIA

B Com/ M Com/ CA/ ICWAI or MBA in relevant discipline having Minimum 1 year of total work experience which may include working in a similar professional ecosystem/job profile in the past.

DESIRABLE

Experience in working with Startups/ Startup ecosystem

COMPENSATION

Consolidated remuneration of *max. up to Rs. 16,000/Month (with 10% annual increment).

DURATION OF APPOINTMENT

On Contractual basis for one year, extendable up to 3 years based on yearly performance review.

5. WORKSHOP ASSISTANT

JOB DESCRIPTION, WORKSHOP ASSISTANT:

Workshop Assistant will oversee the operation of the established set-up (Fabrication lab and other labs) under i-TBI. The workshop assistant will be responsible for overall lab planning of various lab activities to be conducted under i-TBI.

ESSENTIAL ELIGIBILITY CRITERIA

ITI/ Diploma/ B Tech/ BE in relevant stream

DESIRABLE

Experience in working on Fabrication Labs/ Workshop/ Manufacturing industry etc.

COMPENSATION

Consolidated remuneration of *max. up to Rs. 16,000/Month (with 10% annual increment).

DURATION OF APPOINTMENT

On Contractual basis for one year, extendable up to 3 years based on yearly performance review.

6. Multi-Tasking Staff (MTS)

JOB DESCRIPTION, MULTI-TASKING STAFF (MTS):

The Multi-Tasking Staff (MTS) is an office staff to carry out day to day operation of official work under i-TBI.

ESSENTIAL ELIGIBILITY CRITERIA

High School/ Higher Secondary

DESIRABLE

Working experience in office related works

COMPENSATION

Consolidated remuneration of *max. up to Rs. 11,900/Month (with 10% annual increment).

DURATION OF APPOINTMENT

On Contractual basis for one year, extendable up to 3 years based on yearly performance review.

***Note: The total salary will be fixed based on the Qualification, Experience and other Desirable traits (as mentioned above) of the candidates.**

SELECTION PROCESS & IMPORTANT TERMS:

- The applicants will be shortlisted by an expert Committee, from all the applications received by the due date. Shortlisted applicants shall then be invited for a personal interview by a high-level empowered selection committee.
- A merit list of candidates shall be created based on personal interviews, and in order of precedence of the merit list, applicants shall be selected for the positions mentioned.
- A formal employment offer shall only be offered to the selected applicants with a definite joining date. The selected applicant may be given some time for transitions between jobs, if so necessary, as per mutually agreed terms.
- The decision of the management of CSVTU shall be final in all matters related to this selection and eventual recruitment.
- The Chairman of the Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned above.
- Performance of the candidate will be reviewed annually and if found satisfactory, the tenure can be extended further. The project duration of NIDHI i-TBI is 3 years.
- Applicants should submit separate application form for each post (in case applied for more than position). Information in the application should be supported by copy of self-attested certificates, submitted as enclosures.
- Bring original documents for verification. Original documents will be cross verified at the time of interview.
- Candidates serving in Government organizations must produce **No Objection Certificate** at the time of interview.
- Experience shall not be calculated on the basis of mere appointment offer/letter. For consideration of experience, please attach the experience certificate issued by Principal / Head of the Institution/organization.
- The University reserves the right to change the number and nature of the posts or completely reject the advertisement without any prior intimation.
- The decision of the competent authority of the University shall be final for any matter/ discrepancy/dispute.
- No personal communication in any form (letter/paper/verbal) is allowed regarding advertisement.
- Canvassing of any kind will lead to disqualification of candidature.
- Incomplete application form shall automatically be treated as rejected and no further communication will be entertained in this regard.

HOW TO APPLY:

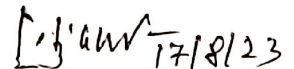
Interested applicants can apply online in the following Google Form link on or before 31st August 2023:

<https://rb.gy/od87e>

IMPORTANT NOTE: Before you Click the Submit Button, please enable "**Send me a copy of my responses**" in the Google Form. This will send a copy of your filled Application Form to your mail ID. Please forward this mail to **director_forte@csvtu.ac.in** alongwith pdf files of all Enclosures (your Resume, Experience Certificates and Other supporting documents) as attachments.

Shortlisted Candidates will be invited for Interview. **Candidates are advised to visit the CSVTU-FORTE website regularly for any further information/update.**

By Order,

 17/8/23

Registrar,

CSVTU Bhilai