

SHRI MATA VAISHNO DEVI UNIVERSITY
TECHNOLOGY BUSINESS INCUBATION CENTER
(SMVDU-TBIC)
SMVD University Campus, Kakaryal, Katra, 182320 (J&K)

Applications are invited for various positions in SMVDU-TBIC (Technology Business Incubation Center). The appointment shall be initially for a period of 3 years, which is extendable on satisfactory performance.

Chief Executive Officer (CEO)

Qualifications: B.Tech/M.Sc. with Postgraduate degree in Management.

Experience: Minimum 05 years of professional/Managerial experience in Industry/R&D Lab./Incubation Centre/Technology Transfer organizations. Experience in business incubation and Entrepreneurship is desirable.

Role: CEO shall be responsible for the successful and sustainable operation of the TBIC. The person shall devise suitable strategies for the growth of the incubation Programme at University.

Remuneration: INR 75,000 consolidated. In addition the person will be provided suitable University accommodation.

Manager

Qualifications: M.Com/M.B.A with First Division.

Experience: Minimum 03 years experience in administrative affairs/project management. Experience with accounting and finance is desirable.

Role: Manager shall be responsible for all the administrative/legal/financial operations of TBIC.

Remuneration: INR 50,000 consolidated. In addition the person will be provided suitable University accommodation.

Secretary

Qualifications: Graduate with written proficiency in languages (English, Hindi) and proficient in computer applications and usage.

Experience: Minimum 01 year experience with secretarial assistance.

Role: Secretarial services to TBIC.

Remuneration: INR 25,000 consolidated.

Facilitator

Qualifications: Minimum 10th passed.

Experience: Preferentially 01 year experience, in handing office files and other day-to-day office attendant work.

Role: Mainly responsible for attending the day-to-day duties of peon/office attendant.

Remuneration: INR 12,000 consolidated.

Candidates may apply on plain paper with their detailed CV along with a demand draft for Rs.500/- from any Nationalized bank and drawn in favour of "SMVDU TBIC, Kakaryal, Katra", payable at SMVDU, Katra. Applications should be submitted in person or posted by Registered/Speed Post (not courier) so as to reach Chairperson SMVDU-TBIC, VC Secretariat, Shri Mata Vaishno Devi University, Kakaryal, Katra-182320 (J&K) within One month from the date of publication of advertisement. For more details, please visit: www.smvdutbic.org or www.smvdu.ac.in

No. SMVDU-TBIC/2016/35 dated: 14/09/2016

Sd/- Interim-CEO, TBIC, SMVDU