



Advt.: CURAJ/R./F.159/Rectt./iTBI/2024/1195

Dated : 26.06.2024

**Advertisement for Manpower to be appointed for  
Inclusive Technology Business Incubator at  
CURAJ Incubation Foundation,  
Central University of Rajasthan (CURAJ)**

CURAJ Incubation Foundation, Central University of Rajasthan (CURAJ) invites applications from eligible candidates for the following Positions to be appointed on temporary basis, initially for a period of one year, extendable for another two years, based on the performance for the Inclusive Technology Business Incubator (iTBI) Project:

- **Chief Executive Officer**
- **Incubation Manager**
- **Incubation Associate**
- **Multi-Tasking Staff**

Interested eligible candidates should submit their application form online at the link provided for the purpose by **July 17, 2024**. For information regarding posts, qualification, Interview Schedule, etc., please visit: [www.curaj.ac.in](http://www.curaj.ac.in).

**REGISTRAR (I/c)**



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**Essential qualifications for Manpower to be appointed for  
Inclusive Technology Business Incubator  
at Central University of Rajasthan (CURAJ)**

Posts	Minimum Eligibility / Experience	Proposed consolidated Salary (in ₹)
<b>Chief Executive Officer</b>	<b>Basic Eligibility</b> – MBA with 3 years' experience in Innovation and Startup Ecosystem <b>Desirable Eligibility</b> – Out of 3 years, at least one year experience should be at the Incubation Manager or equivalent position	100000.00 (10% annual increment)
<b>Incubation Manager</b>	<b>Basic Eligibility</b> – M.Sc. or M. Tech. (Science, Engineering disciplines) with 2 years' experience in research and innovation. <b>Desirable Eligibility</b> – Ph. D with Good academic record is preferred. Experience in the thematic area of Sustainable agriculture and Microbial Technology is preferable.	80000.00 (10% annual increment)
<b>Incubation Associate</b>	<b>Basic Eligibility</b> – M.Sc. or B. Tech. (Science, Engineering) or M.Com or CA with one year experience in Innovation and Startup ecosystem <b>Desirable Eligibility</b> – Experience at incubation centre is preferable	55000.00 (10% annual increment)
<b>Multi-Tasking staff (MTS)</b>	<b>Basic Eligibility</b> – 10th pass or equivalent from any recognised board <b>Desirable Eligibility</b> – Experience of office work in reputed firm preferably in incubation centre	16750.00 (10% annual increment)

**Note:** The appointments on the post will be made on purely temporary basis, initially for a period of one year, extendable for another two years, based on satisfactory performance by the candidate.

**Principal Investigator :**

Dr. Akhil Agrawal, Associate Professor  
Department of Microbiology  
Central University of Rajasthan



## Scope of Duty/ Roles, Skills Required and Responsibilities for Posts

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### CHIEF EXECUTIVE OFFICER

- Knowledge and experience of thematic area of TBI
- Knowledge of program management, business development, innovation promotion start-up support, incubation and pre-incubation, policy design and implementation, Technology management, IP Commercialization in an R&D/ Academic /Innovation set-up/ Development sector/ Industry etc.
- Work towards achieving the overall goal & targets of HUB as set by the TBI.
- Managing the team at Innovation Centre and oversee the operation of TBI.
- Operational roles like Technology transfer, project management, financial reporting, compliances, contracts, documentation, & administration.
- Contacting investors like angle investors, VCs for funding of startups
- On-board regional stakeholders and collaborate with industries, start-ups, Govt., knowledge agencies and associations at the various levels.
- Design and organize conferences, and workshops on regular basis.
- Promote innovation and entrepreneurship activities in HI.
- Streamlining incubation and pre-incubation system in HI.
- Relationship/stakeholders Management, publicity and communication.
- Build and manage IP repository, technology compendium.
- Carry out market assessment of identified technologies, stakeholder mapping, and organize industry meets.
- Any other related works assigned by directors by time to time.

### Incubation Manager

- Good research experience related to thematic area of TBI
- Work experience of environmental issues, health, and microbial biotechnology
- Experience in project monitoring, implementation, and report writing.
- Establish an effective working relationship with HI faculty members, stakeholders, and an ecosystem of investors, mentors, service providers, etc.
- Interact and maintain relationships with HI alumni, portfolio companies, etc
- Experience in administering programs and grants from the Government sources
- Experience of running multi-functional teams.
- Develop processes and ensure the implementation of the overall incubation structure and process; Organize workshops, hackathons, events, etc., regularly as part of the incubator operations
- Worked in Startup ecosystem (as Employee/Founder/Co-Founder)
- Select and onboard entrepreneurs, industry projects, and startup ventures according to the defined incubation process and ensure operational effectiveness.
- Networking, stakeholder liaison, and operation plan implementation.
- Basic knowledge of IP
- Carry out policy researches, analysis and documents/reports development.
- Design and implement capacity building programs, trainings etc. on regular basis.
- Innovation and entrepreneurship promotion and development in HI.
- Streamlining incubation and pre-incubation system in HI.
- Assist the CEO and handhold Innovation fellow and other team members at the TBI
- Any other related works assigned by directors by time to time



### **Incubation Associate**

- Strong interest and some experience in IPR, Technology licensing, innovation programs, start-up promotion, and business development, industry interface etc.
- Perform techno-commercial feasibility studies of identified technologies.
- Managing a company's accounts payable and receivable.
- Manage various contracts/agreements.
- Guide innovators & scientists in matters related to IP and technology commercialization.
- Work collaboratively with regional stakeholders including start-ups, IP firms, incubators, industry and knowledge agencies.
- Organize and coordinate events, meets, mentor-clinics, investors round in the region.
- Contribute to development of promotional / presentation material for outreach.
- Design and implement social media strategy.
- Promote IPR and incubation (ideation, innovation and startup activities) in the region.
- Support CEO and Manager in implementation of operation plan and manage the program implementation team at the center.
- Working as liaison officer between the DST, bank, funding agency and TBI
- Cross-checking invoices with payments and expenses to ensure accuracy.
- Sending bills and invoices to clients.
- Tracking organization expenses.
- Processing refunds.
- Handle general account queries
- Contact clients about invoices that are past due
- Managing budgets, records, and contracts.
- Any other related works assigned by directors by time to time

### **Multi-tasking staff (MTS)**

- Maintaining Records
- Cleaning Offices
- Opening & Closing Offices
- Room and Furniture cleaning
- Delivering Posts
- Watch and ward duties
- Any other related works assigned by directors by time to time



## Terms & Conditions

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### Terms & Conditions:

1. University reserves the right to cancel any post anytime.
2. Actual offer of post depends on sanction of the amount by the DST.
3. The Grantee will indemnify, defend and hold harmless the Department of Science and Technology (Grantor) from and against, and in respect to, any and all the losses, expenses, costs, obligations, liabilities and damages, including interest, penalties and attorney's fees and expenses, that the Grantor may incur as a result of any negligent or willful acts or omissions of the Grantee. Etc.
4. The engagement on the post will be made on purely temporary basis, initially for a period of one year, extendable for another two years, based on satisfactory performance by the candidate.
5. The selected candidates will not be entitled to any other benefits, which are admissible to the regular employees of the Central University of Rajasthan.
6. This engagement will not vest any right to claim for regular appointment in the University or for continued services in the University.
7. The University reserves the right to terminate this engagement any time even before the stipulated period in case of unsatisfactory performance, misconduct or any other administrative reasons/compulsions.
8. The candidate will have to perform such other duties and work as assigned by the Principal Investigator from time to time.
9. Applicants are required to show the original documents at the time of Interview or Document verification. Duties timing may be staggered and as decided by the university Incharge or Project Investigator.
10. The University reserves the right to withdraw this advertisement or increase/decrease the number of post at any time without assigning any reason.

**Registrar (I/c)**  
**Central University of Rajasthan**



## **Introduction to iTBI Program**

Inclusive TBI is a three years duration initiative supported by the Department of Science & Technology (DST) for educational institutions who are likely to foster innovation and entrepreneurship culture among the students, faculties, entrepreneurs, and nearby communities. The initiative aims to inculcate the spirit of Innovation & Entrepreneurship (I&E) amongst the students, innovators and entrepreneurs, encourage and support innovative ideas, start-up creation through incubation. It is expected that students, innovators and entrepreneurs will take up innovative ideas/projects and with mentoring support from the academic and start-up ecosystem, try to build a start-up around the innovative idea/project. The outcome of the i-TBI shall be converting ideas into start-ups. i-TBI (Inclusive TBI) would also create a culture of innovation & entrepreneurship in the Host Institution (HI) and nearby geographies. I-TBI will be equipped with grants-in-aid funding support to innovators to convert ideas to prototype and prototype to start-ups.

## **Focus areas of DST-iTBI CURAJ-Ajmer**

The proposed i-TBI- at Institute will primarily focus on solutions as the main thrust area to cover the following areas:-

### ***A. Holistic Health and Wellness***

The Central University of Rajasthan has a network of expert faculty possessing significant knowledge in the areas of holistic health and wellness, attained through research and practice in the field which will provide facilitation and academic expertise to the incubates along with a collaborative environment to foster innovation. The academic experts from the Department of Yoga have undertaken instrumental research in the areas of Holistic Health concentrating on the physiological aspect of Yoga as well as the potential of alternative medicine.

### ***B. Sustainable Agriculture and Microbial Technology***

CURaj has significantly contributed to the sector of sustainable agriculture and microbial technology through research, academics, training, and outreach activities. Area such as digital agri- .marketing, women led FPOs (Farmer Producers Organization/Company), Cooperatives, development of frontier bio-fertilizers Biostimulants, desert soilification, and integrated biorefinery products are the domains of expertise of the CURaj.

### ***C. Artificial Intelligence***

The artificial intelligence and machine learning is playing very important role these days in multiple domains including, engineering, finance, health, and other related technologies. Currently, few of the faculty members (who are also potential mentors in ITBI@CURAJ) working in interdisciplinary areas which is aligned with other proposed core.