राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN
(CGPA-3.54)

Advt.:CURAJ/CIF/2025/01. Dated : 26-06-25

Advertisement for Incubation Manager 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 Position to be appointed on temporary basis, initially for a period of one year, extendable for another year, based on the performance for the Inclusive Technology Business Incubator (iTBI) Project:

- **Incubation Manager**

Interested eligible candidates should submit their application form online at the link provided for the purpose by 17 July 2025**.**

Application form link:
https://forms.gle/6ZAWQVqUDBDpKBiy6

For information regarding posts, qualification, Interview Schedule, etc., please visit: www.curaj.ac.in.

CURAJ Incubation Foundation

Central University of Rajasthan

Advt.: **Dated :**

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 `)
Incubation Manager	**Basic Eligibility** – Chartered Accountant (CA)/Company Secretary (CS)/Master of Business Administration (MBA) with a minimum of 2 years of post-qualification experience in accounting, finance, auditing, or related services. **Desirable Eligibility** –Experience in working with an Incubators & start-ups ecosystem for 2 years or more will be preferred.	80000.00 (10% annual increment)
	Application form link: https://forms.gle/6ZAWQVqUDBDpKBiy6	

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

Principal Investigator:
Dr. Akhil Agrawal,
Central University of Rajasthan
Email: cif@curaj.ac.in

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

(Advt.: CURAJ/CIF/2025/01. Dated : 26 June 2025)

Incubation Manager

- Good research experience related to thematic area of TBI
- Design, develop, and implement incubation and acceleration programs for early-stage technology start-ups.
- Coordinate with start-ups on regular performance tracking, mentoring, and progress assessments.
- Guide start-ups in financial planning, budgeting, fundraising, and investor readiness.
- Provide assistance in statutory compliance, accounting frameworks, and financial structuring.
- Build partnerships with industry experts, venture capitalists, mentors, academic institutions, and government bodies.
- Organize events, demo days, pitch sessions, and networking opportunities.
- Manage incubation facilities including co-working space, labs, and other shared services.
- Oversee allocation and usage of physical and digital resources by incubatees.
- Maintain records of incubatee progress, funding received, IP filed, and other performance indicators.
- Prepare reports for stakeholders, funding agencies, and government bodies.
- Strong grounding in accounting standards, taxation, compliance, and financial due diligence.
- Ability to prepare and interpret financial statements, projections, and investor reports.
- Understanding of start-up lifecycle, lean methodologies, and funding models (grants, equity, convertible notes).
- Act as a single-point contact for incubated start-ups for all their needs—financial, legal, operational, and strategic.
- Assist start-ups in grant application, disbursement, and compliance.
- Evaluate and track the financial performance of portfolio start-ups.
- Ensure adherence to TBI policies, funding guidelines, and audit requirements.
- Liaise with auditors, regulatory authorities, and institutional finance teams as needed.

Terms & Conditions

(Advt.: CURAJ/CIF/2025/01. Dated : 26 June 2025)

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.

CURAJ Incubation Foundation
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.