

**CENTRE FOR AGRIBUSINESS INCUBATION & ENTREPRENEURSHIP**

Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior (M. P.) – 474002.

[caie@rvskvv.net](mailto:caie@rvskvv.net)

**RECRUITMENT NOTICE**

Established in the state of Madhya Pradesh which has received, "Krishi Karman" award for consecutively 5 years, the journey of Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV), Gwalior over the last years has been fully dedicated to agriculture and allied services, extension services, mentoring agricultural students, agri businesses, farmers in state and marginalised communities and women to take up leadership position in agri ventures in the Country. While the University has a unique socio-economic position in the country, we believe that a time has come to establish a world class start-up ecosystem to promote entrepreneurship among youth in general and women in particular.

*To achieve this objective, the University has evolved an unique Agri-entrepreneurship program to utilise agrarian systems & structures, utilise Indigenous and global scientific knowledge and technologies to nurture highly scalable Ag-Tech entrepreneurs in the Country.*

While emphasizing the need for RVSKVV style experience-based comprehensive education more than ever before, new world order brought about by globalisation and liberalisation of economy and the emphasis on 'Make in India' and 'Start up India' have revolutionised the knowledge assimilation and its utilisation for the betterment of mankind necessitating paradigm shifts in certain aspects. The University which has been responsive to socio-economic needs of farmers and Agri practitioners, the cradle of many innovative ideas in agriculture research and education, has been in the process of re-inventing and re-defining itself for the next 10-15 years and beyond.

*It is in this backdrop that the University has established Centre for Agribusiness Incubation & Entrepreneurship (CAIE), which is facilitating the institution in bringing out the next round of agri-innovations and promoting incubation.*

**Note: Positions are based at Gwalior**

**Details about the Advertised positions:**

S. No.	Name of Post	Number	Salary (Rs.)
1.	Business Incubator Manager	1	Rs.0.70 lakh per month

Above positions are for Full-time work and on a contractual basis co-terminus with the project, directly employed with the incubator. All positions are initially based at Gwalior, with a probation period of 6 months for every staff. For remuneration and eligibility criteria, please refer to website <http://www.rvskvv.net> and [www.caie.info](http://www.caie.info) for more information. Interested candidates must apply on or before January 5, 2024 by hard copy along with the self attested copies of all certificates of Qualifications and experience through registered post or in person to Director Extension Services, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Raja Pancham Singh Marg Gwalior (M. P.) – 474002. On the top of envelope containing application must be written as application for the post of Business Incubator Manager

  
Director Extension Services



## TERMS AND CONDITIONS

Applications must be sent through registered post or in person. The post applied for must be CLEARLY mentioned on the envelope or in the subject line of the mail as "Application for the post of BusinessIncubator Manager in RVSKVV for CAIE":

- 1) The minimum age as of last date of closing application should be at least 21 years and maximum must not be more than 45 years for any of the positions.
- 2) The selection and appointment will be made by a Screening Committee constituted by the competent authority. Only shortlisted candidates for the position will be intimated through email for attending an interview for final selection.
- 3) The age limit , qualifications, experience and other requirements may be relaxed at the discretion of the screening committee, in case of candidate/s otherwise well qualified for a specific position.
- 4) The appointment will be initially for a period of one year or till termination of the project, whichever is earlier and may be extended based on a satisfactory performance evaluation. Performance based renewal may be made till extension/ termination of the project, whichever is earlier. The positions are presently under project mode and will be co-terminus with the project.
- 5) The salary may be increased or decreased as per the guidelines of the funding agency and the decision taken by CAIE/ RVSKVV, Gwalior.
- 6) Candidates are required to enclose self-attested copies of all the testimonials in support of their qualifications & experience failing which their candidature is liable to be rejected outright. All educational, professional and technical qualifications should be from a recognized Board / University and the original certificates should be produced at the time of interview, if shortlisted.
- 7) Persons working in Govt. or Public Sector Undertaking and willing to work on deputation should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
- 8) Travel to and fro for the interview will be at the own cost of the candidate and no reimbursement/s will be made.
- 9) Canvassing in any form will be a disqualification.
- 10) Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Only the candidates short listed by a duly constituted Screening Committee will be called for interview. In case a large number of applications are received for the post, the Screening Committee may limit the number of candidates to those possessing higher qualification or alternatively may arrange written screening test for short-listing the candidates. The decision of the Committee in this regard will be final. No interim inquiries in this regard will be entertained.
- 11) The Centre for Agribusiness Incubation & Entrepreneurship, Gwalior is an, 'equal opportunity' employer and does not discriminate on the basis of caste, creed, age, gender, language, geographies, etc. Women are especially encouraged to apply for various vacancy positions.



**Director Extension Services**  
DIRECTOR EXTENSION SERVICES  
DES-RVSKVV, Gwalior (M.P.)



### Job description for position of Business Incubator Manager

<b>Title</b>	<b>Business Incubator Manager</b>
<b>Essential educational Qualifications</b>	Post graduate degree in administration/ management / agribusiness/ entrepreneurship from a UGC recognized University.
<b>Essential experience</b>	Candidate should have an experience of a minimum of 3 years in the field of HR, recruitments, postings, service rules, project costing, accounting, revenue generation, fixing of service charges, raising invoices, and statutory compliances of Government of India rules, and hands on experience in most of areas identified in the job description
<b>Desirable qualifications</b>	<ul style="list-style-type: none"> <li>• Working experience in projects of similar nature and scale</li> <li>• Knowledge of Hindi and English languages and understanding of the culture and traditions of India.</li> </ul>
<b>Job profile</b>	<ul style="list-style-type: none"> <li>• Business development activities of the incubator</li> <li>• Preparation of detailed project reports for start-ups</li> <li>• Valuation of technologies</li> <li>• Assessment and evaluation of ideas and project plans/pitch</li> <li>• Networking with relevant stakeholders for bringing in entrepreneurs of relevance to the incubator and help in their "go to market" activities.</li> <li>• Plan, schedule and manage various events for and with incubator stakeholders for development of the incubator</li> </ul> <p><b>Admin and finance management</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Marketing Manager as well as the CEO of the incubator towards development of the HR plans of the incubator.</li> <li>• Contribute to the formulation and dissemination of annual plans, monitor their implementation and make appropriate changes within areas of responsibility.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Day to day finance management of the incubator; fulfilling all the relevant statutory rules governing the functioning of a Section 8 company.</li> <li>• Oversee budgetary management and the preparation of accounts and financial reports</li> <li>• Development of financial policies and procedures to ensure effective management of the incubator</li> <li>• Manage contracts, tendering arrangements and ongoing relationships with various supply and procurement stakeholders</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Support in effective and efficient servicing of meetings of the Board, its Committees and other associated groups, events, etc</li> <li>• Coordinate working groups and / or committees to ensure effective outcomes in line with the agreed objectives and resources.</li> </ul> <p><b>Administration Management</b></p> <ul style="list-style-type: none"> <li>• Provide supportive and effective leadership to the management staff</li> <li>• Ensure that the recruitment, management, training, development and appraisal of staff is undertaken effectively within areas of responsibility</li> <li>• Ensure that current employment, equal opportunities and health and safety legislation, together with good practice, are consistently applied.</li> <li>• Any other duties as may be assigned by Management within the context of the contract of employment etc. Priorities may vary from time to time.</li> </ul>
<b>Remuneration and other facilities</b>	Consolidated fixed salary of Rs 0.70 lakh per month. TDS and other deductions as applicable from time to time will be applicable. The person appointed will be posted in the Centre for Agribusiness Incubation and Entrepreneurship (CAIE), Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV), Gwalior

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*[Handwritten Signature]*  
**Director Extension Services**  
 DIRECTOR EXTENSION SERVICES  
 DES-RVSKVV, Gwalior (M.P.)

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**REF. NO. 2023**

1. Application for the position of: (please tick in  the box)

Business Incubator Manager

Space  
for  
photo

2. Please use the format given below only and provide complete data. Use additional sheets as needed and reference them suitably. All information furnished **MUST** be supported by relevant documents.
3. All pages of the application and additional sheets/annexure must be duly signed (self-certified) before submission of hardcopy by post/courier.
4. Please attach all copies of certificates/supporting documentation along with this application.

**1. PERSONAL DETAILS**

**Full Name (in capital letters):**

**Date of Birth (dd/mm/yyyy):**

**Contact Address with PIN Code:**

**Contact Phone Number:**

**E-mail:**

**Gender:**

**Nationality:**

**Marital Status:**

**Category:**

- SC       ST       OBC       Differently abled Person       EWS  
 GENERAL

**2. EDUCATIONAL QUALIFICATIONS (in reverse chronological order):**

S. No.	Examination	Degree/ Diploma	University/ Institution	Main Subjects	Year of Passing	% of Marks or CGPA	Class / Division	Distinctions (if any)
1.	PhD:							
2.	Post-Graduation:							
3.	Professional Qualification: <i>[Other than above(2). Please specify]</i>							
4.	Graduation: (Bachelor's Degree)							
5.	Higher-Secondary / Class XII:							
6.	Matriculation / Secondary School / Class X:							

Notes:

- i. All qualifications must be recognized in law.
- ii. If CGPA, both acquired and max. possible CGPA should be mentioned.

**3. TECHNOLOGIES COMMERCIALISED**

1.
2.
3.

**4. FULL TIME WORK EXPERIENCE (in reverse chronological order):**

S. No.	Employer	Duration of Service		Designation	Key Result Areas
		From (MM/YY)	To (MM/YY)		

Notes:

- i. Only full-time experience should be mentioned. Experience should not overlap.
- ii. Self-employment shall not be counted as experience.
  - a) Total Industry experience: \_\_\_\_\_ years; \_\_\_\_\_ months
  - b) Total other experience (e.g., NGO, Start-ups) \_\_\_\_\_ years; \_\_\_\_\_ months
  - c) Total work experience [(a) + (b)]: \_\_\_\_\_ years; \_\_\_\_\_ months.



**5. INNOVATIONS/START-UPS PROMOTED IN LAST 5 YEARS**

- 1.
- 2.
- 3.

**6. RESEARCH PAPERS PUBLISHED (DURING THE LAST FIVE YEARS)**

S. No.	Name of Journal	ISSN No.	Title of the Paper	Whether first / sole author? (Yes/No)	No. of authors	Month & Year of Publication	Vol. No.	Issue No.

**7. PAPERS PRESENTED IN CONFERENCES / SEMINARS (DURING THE LAST FIVE YEARS)**

S. No.	Title of the Event	Title of the Paper	Whether first / sole author? (Yes/No)	No. of authors	Month & Year	Organizer	Place

**8. RESEARCH PROJECTS/CONSULTANCIES TAKEN UP (DURING THE LAST FIVE YEARS)**

S. No.	Project Title	Whether Principal Investigator / Project Leader? (Yes / No)	Sponsoring / Funding Agency & Value (in INR Million)	Client (If different from Sponsor)	Month/ Year of Award	Month / Year of Completion	Project Outcome

**9. TRAINING PROGRAMS /WORKSHOPS/SEMINARS/CONFERENCES ATTENDED (DURING THE LAST FIVE YEARS)**

S. No.	Type of Program	Sponsor / Client (if any)	Theme / Title	Place	From (Date)	To (Date)	Your Role



10. AWARDS/ REWARDS / RECOGNITIONS / PROFESSIONAL AFFILIATIONS			
S. No.	Appointing / Nominating / Recognizing Body	Month & Year	Brief details of Award / Reward / Recognition etc.

11. Have you faced any disciplinary/penal action by the employer?      YES / NO

If the answer to any of the above is "YES", full details must be furnished.

12. References, atleast 3(from relevant field);

- 1.
- 2.
- 3.

13. Any other information you wish to highlight:

14. Declaration:

I hereby declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also fully understand that in the event of any information furnished being found false, incomplete or incorrect at any stage, my application/candidature is liable to be summarily rejected and if I am already appointed, my services are liable to be terminated from the post, without any notice and without prejudice to any other legal/penal action that the Institute may initiate, as deemed fit.

Signature of the applicant  
(Name of the applicant)

Date:

Place:

