



DR. C.V. RAMAN UNIVERSITY

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Advt. No.: 017 / CVRU/ Recrt. /I-TBI

Dated: May 24, 2024

Advertisement for recruitment for various positions at CVRU I-TBI Foundation

CVRU I-TBI Foundation is an Incubator established under DST NIDHI i-TBI at Dr. C.V. RAMAN University, Kota, Bilaspur (Chhattisgarh).

CVRUI-TBI is a not-for-profit organization located within the campus of Dr.C.V. RAMAN University, Kota Bilaspur strives to assist and promote innovative technology-based startups by providing technology expertise and support via its cutting-edge infrastructure, academic mentors, and specialists.

In its formative stage, CVRU I-TBI invites applications from Indian Nationals, who are well qualified, energetic, and strongly motivated towards the management roles of the incubator. The details of the position open are as follows:

Designation	No.ofpositions	Required Qualification and Experience	Monthly Compensation
CEO	01	M.Tech./M.E./M.Sc. having Minimum 8 years of work experience. OR MBA or Equivalent (graduation in engineering or equivalent); minimum 8 years of work experience. Desirable: Ph.D. (Engineering /Management)	Will be decided based on qualifications and expertise. 5% to 10% annual increment will be applicable subject to satisfactory performance.

Job Description and Responsibilities:

CEO will work with the management committee of the centre to implement the vision and strategy of the organization, to achieve its business objectives and to ensure long term success of the centre in a rapidly evolving startup environment.

CEO is expected to:

- Work with board of directors and other executives to establish short-term and long-range objectives, goals, policies and plans and align it with the vision of the centre.
- Oversee all business activities to ensure desired results in line with strategy and vision.
- Build relations with key stakeholders and manage key government/ corporate/ investor relations.

- Help the board to hire, train and retain adequate manpower.
- Oversee centre's financial position, budgets, expenditure and with the support of the board create avenues for adequate funding for its operations.
- Ensure high visibility of centre's work in the ecosystem and attract high-quality startups for investment.
- Report to key stakeholders on center's performance and represent the centre in various external forums.

Experience and Skills:

- Minimum work experience required is 8years, Part or whole of the work experience should be at senior levels in administration/management in companies/ startups/ incubators.
- Excellent program and people management skills.
- Excellent skills in proposal writing, making presentations to high officials including departmental secretaries in Government.
- Excellent skills in budgeting, budget management, fund raising.
- Excellent written and verbal communication skills in English. Proficiency in Hindi will be an advantage
- Candidates with work experience in startups/incubation ecosystem is preferred.

Position	No. of positions	Required Qualification and Experience	Consolidated salary
Incubation Manager	01	1. First class in UG Preferably from Engineering /Science/ Technology/ Business Stream. 2. Minimum 2 years of work experience Desirable: MBA or Post graduation Diploma in management.	Will be decided based on qualifications and expertise 5% to 10% annual increment will be applicable subject to satisfactory performance.

Job Description and Responsibilities:

Primary responsibility of Manager is to plan, execute and manage one or more programs and projects carried out by Incubation Centre CVRU I-TBI for Incubation and innovation support related areas. The person must be motivated to achieve program goals and shall be able to initiate activities to meet the requirements of the programs with minimal support. Major role expectations are given below:

- Understand program objectives, create a plan of action and execute the same in a time bound manner.
- Maintain databases of all parameters of program and its execution.
- Management of budget utilization and financial status of program.
- The person shall be willing to travel as necessary for the program execution.
- Facilitate progress review meetings and mentor meetings for startups as per program requirement.

- Manage day-to-day interaction with the startups, keep track of their progress and support in their ideation to market journey and investor connects.
- Manage program team, and multiple stakeholders including government.
- Plan and execute outreach programs and start-up events (business plan competitions, boot camps, exhibitions etc. with an aim to identify and onboard relevant start-ups.)
- Plan and operate the marketing initiatives including leaflets, posters, flyers, newsletters, e-newsletters and videos and other marketing collaterals relevant to the program.
- Execute revenue generation initiatives within in the assigned area of operations.

Skills:

- Excellent program planning and co-ordination skills.
- Very good people management and multi stakeholder engagements.
- Strong written and verbal communication skills.
- Ability to work on MS Office specifically Word and PowerPoint.

Experience and Skills:

- Minimum work experience of 2 years. Part or whole of the work experience should be in startup administration/management in companies/startups/incubation.
- Work experience in startups/incubation ecosystem is preferable.
- The candidate must possess:
 - Very good written and verbal communication skill in both English and Hindi.
 - Very good interpersonal skills as the role involves interaction with multiple stakeholders.

Position	No. of positions	Required Qualification and Experience	Consolidated salary
Incubation Associate	01	1.First class in UG Preferably from Engineering /Science/ Technology/ Business Stream.	Will be decided based on qualifications and expertise 5% to 10% annual increment will be applicable subject to satisfactory performance.

Job Description and Responsibilities:

Primary responsibility of Incubation Associate is to plan, execute and manage one or more programs and projects carried out by Incubation Centre CVRU ITBI for Incubation and innovation support activities. The person must be motivated to achieve program goals and shall be able to initiate activities to meet the requirements of the programs with minimal support. Major role expectations are as given below:

- Communicates effectively with incubates/clients to identify needs and evaluate alternative technical solutions.
- Handles external communication including social media and website.
- Provides technical direction for the development, design and to build a system best suited for the product prototype.
- Applies significant knowledge of industry trends and developments to improve service to incubates/clients.
- Manage work of technical team.
- Manages technical resources within budget and schedule.