

**Zonal Technology Management & Business Planning and Development Unit  
ICAR-Indian Agricultural Research Institute, New Delhi-110 012**

**Interview (Online/ Offline) for the post of Manager (Finance & ICT)**

**Name of the project:** RKVY-RAFTAAR

**Name of the position:** Manager (Finance & ICT)

**No. of Post:** One (1)

**Emoluments (fixed) P.M.:** Rs. 1.25 lakh/ Month (Fixed)

**Essential Qualification:** Professional with MBA/ CA/ PGDM /equivalent Master degree in Agri-Business/ Commerce/finance/ marketing/ Agri Marketing/ Economics/ Agri Economics from UGC recognized institute/ universities having 3-5 years of experience preferably in financial consulting; assessment and investment, banking; investment banking; evaluation of startups projects; organizing workshops and trainings, awareness programmes to promote Agri- incubation.

**Date of Interview:** July 1st, 2020

**Interview Time:** 10:30 AM Onwards

**Job Description:** Manager (Finance &ICT)

**Reports To:** Manager (Finance & ICT) will directly report to COO and CEO, Pusa Krishi, ZTM & BPD Unit, ICAR-IARI

**Job Overview:**

Manager (Finance & ICT) will work closely with the COO and CEO to ensure the day-to-day smooth running of the incubator. FM will engage with multiple stakeholders, internal as well as external. FM will also oversee the overall smooth running of all Programs.

Plan and estimate the financial requirements of multiple initiatives under ZTM& BPD unit. Manager (Finance & ICT) would also be responsible for reporting, documentation, and validation of all the revenue and cost streams

**Key roles and responsibilities:**

1. Conceptualize and planning the activities, resources, and operations of the incubation program
  - a. Detailed concept notes with activities, budget, and timelines
  - b. Optimum resource utilization for running the program
  - c. Coordination with the vendors, marketing agency to execute the marketing campaign, registration process effectively
  - d. Evaluation and screening of the applications as part of the selection process and then prepare and maintain documents like agreement, letter of consent, proceedings, etc.
  - e. Work closely with the incubates and support them to develop the business plan, prepare financial projections and project presentations

- f. Keep track of the incubates and their venture growth, link them with the required institutes, companies, mentors and investors
    - g. Conduct the evaluation meets as per the timelines and requirement of the program
    - h. Be persistent in problem-solving, seeking solutions through the expertise of both self and others, researching the facts with care and resolving problems in a timely and thorough manner.
  2. Manage the Incubator programs with stringent financial practices as per the policies and guidelines of RKVY-RAFTAAR program or as per the respective Government program/project
    - a. Ensure the policy guidelines being followed in case of financial processes including budgeting, billing, revenue generation, and expenditure activities
    - b. Process and format standardization of the accounting/financial process
    - c. Training and sensitization of the team regarding the financial/accounting process
  3. Incubator revenue stream planning to ensure the sustainability of the organization in the long term
    - a. Generate and own the P&L statement of the organization
    - b. Keep track of the revenue streams of the incubator
    - c. Generate new avenues for earning revenue through different programs/activities/events/workshops etc.
  4. Develop the mentor network for the incubator and work with them to make the incubated venture successful
    - a. Network with the experts specifically of the financial domain and generate mentor pool for the incubates
    - b. Coordinate with the mentors specifically of the finance domain to guide the incubates; organize their regular sessions including one-on-one mentoring
    - c. Be consistent in the manner in which a task is tackled, creating sound practical procedures that incorporate checks for accuracy and ensure that tasks are completed satisfactorily.
    - d. Remain self-controlled when things go wrong, and people get agitated or aggressive, be prepared to listen to what others say and feel, deal with conflict in an accommodating manner and use practicality as a method for reaching a solution.
    - e. Remain rational when dealing with others, work within organizational requirements, be systematic and factual when dealing with colleagues, and handle conflict with logic until a solution becomes achievable.
  5. Advisor to Incubates and guide them in their business strategies in funding options
    - a. Network with the investors and venture capitalists, bring them on board as partners to fund the startups incubated
    - b. Guide the incubates for different grants and funding support available through government projects/institutes/programs
    - c. Support the incubates in pitch deck preparation, organize demo days, investor pitching sessions to provide startups platform to generate funding through the VCs/Angel investors
    - d. Devise their business strategy and detailed business plan
    - e. Guide and train other incubators (under RKVY RAFTAAR project) about the funding options for their respective incubates
    - f. Give support and care in terms of both practical advice and action in areas where competence, knowledge, and experience are needed.
    - g. Influence and persuade others to give their best and willingly praise those who do well.
    - h. Be confident when dealing with negative people and encourage them to come up with imaginative solutions to difficult problems.

## 6. Incubator Funding

- a. Submit proposals for funding of the incubator through different government schemes
- b. Ensure adherence of the financial guidelines of the respective projects funded under different schemes of the government
- c. Partner with the corporates for funding of the incubator or the incubates through CSR funding channel
- d. Get sponsors on board for various programs/events being organized by the incubator
- e. Guide and train other incubators (under RKVY RAFTAAR project) about the funding options and the financial sustainability of the incubator

### *Preferred Competencies:*

#### Technical Competencies

1. Technical writing skills
2. Startup mentoring
3. Financial analysis and management
4. In-depth multidomain knowledge
5. Startup evaluation

#### Behavioral Competencies

1. Communication with government and startups
2. Alliance formation
3. Result oriented
4. Analytical and critical thinker
5. Decision making skills

### **Instructions to applicants:**

1. Candidate may apply online to the post latest by **27<sup>th</sup> June, 2020**, at the email: **zonaltech@gmail.com**.
  - a. Apply with a covering letter (mentioning why you think you are suited to this post) with duly filed and signed attached proforma highlighting the preference regarding online / offline interview.
  - b. Detailed CV along with the Performa attached below
  - c. Attach soft copies of all relevant certificates
  - d. No objection and an experience certificate from the employer in case he/she is employed at the time of interview
  - e. Applicants should write the **subject line on email as Application for the post of Manager (Finance & ICT )**
2. Shortlisted candidates will be informed regarding details for online/offline interview and timing etc. via email.

### **Other terms and conditions:**

1. Maximum Age: For Manager, Finance & ICT- 50 years.
2. The above position is purely on contract basis and will be made upto 31.03.2021 or period till termination of the project whichever is earlier. The selected candidates shall not claim for regular appointment at this institute.
3. No TA/ DA will be paid for attending the interview.

**Venue: Zonal Technology Management & Business Planning and Development (ZTM & BPD) Unit,  
Near KAB- II, IARI, New Delhi- 110 012**

**ZONAL TECHNOLOGY MANAGEMENT & BUSINESS PLANNING AND DEVELOPMENT UNIT  
Indian Agricultural Research Institute, New Delhi-110012**

**APPLICATION FOR INTERVIEW**

1.	Post	Manager Finance & ICT	Paste recent passport - size photograph
2.	Full Name (In Block Letters)		
3.	Father's Name		
4.	Date of Birth (DD/MM/YYYY)		
5.	Age as on date of interview		
6.	Address with pin code(a. permanent, and b. for communication)*	(a)	
		(b)	
7.	Mobile No*		
8.	Email Address*		
9.	Gender		
10.	Marital status		
11.	Whether belongs to SC/ST/OBC/General (Attach proof)		

12. Details of educational qualification (Attach self attested scanned copies of certificate)

S.NO.	Degree	Board/ University	Major subject	Year of passing	Maximum marks	Marks obtained	Percentage
1.	10th						
2.	12th						
3.	Graduation						
4.	Post Graduation						
	Diploma/Certificate Course						

13. Details of experience (Please attach the proof)

S. No.	Position held	Employer	Period (from)	Period (to)	Total experience (years)

14. No objection certificate from present employer – Yes/ No

15. Additional information, if any

16. Mode of Interview (Online/ offline):

17. Self-declaration regarding truthfulness in application

DECLARATION

I hereby declare that none of my near or distant relative is an employee of the Indian Council Agricultural Research (ICAR) / Indian Agricultural research Institute (IARI). If found otherwise and in the event of non declaring the same as prescribed in the advertisement, my candidature to the Interview and my selection to the post be cancelled.

I.....hereby declare that all statements made in the application are true/ correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/appointment be cancelled without any notice.

Date&place

Signature of the Candidate