Chief Operating Officer

a-IDEA, The Technology Business Incubator of NAARM supported by NABARD requires a Chief Operating Officer to operate the incubator in most efficient way keeping its sustainability objective as prime.

Qualification and Experience

Essential - Bachelor's degree from a Premier Institute in Agriculture & allied sciences/ Engg (with understanding of agricultural scenario on India) with a post-graduation in M.B.A/PGDM Agriculture- Agribusiness / Finance/ Entrepreneurship/ / Marketing/ Rural management/ with first division/ Ph.D. in agriculture/biological science. Working experience of minimum 3-6 years especially in agribusiness/rural enterprises/Agri. Incubation Center/industry.

Desirable – knowledge in rural innovation management; managing sustainable ROI for the organization. Strong skills in situation analysis skills, partnership handling, client management, liaising, handling strategic partnerships, new business development, business development, business initiatives and multi-tasking ability. The candidate should be a team player, with age not exceeding 40 years.

Job description:

Will report to CEO /Director, NAARM TBI a-IDEA in the process of a creating a strong Incubation pipeline through programmes funded by different organizations like DST, DBT (BIRAC), ICAR and NABARD. He is expected to steer the work as assigned by the CEO/Additional CEO or president of NAARM TBI a-IDEA. He is expected to oversee complete gambit of works like BIRAC-BIG, NIDHI PRAYAS and NABARD Accelerator. He should initiate/participate in programmes like sensitization, ideation and incubation. He should assist New entrepreneurs/start ups to develop and grow through Incubation services like technology linkages, business mentoring, feasibility studies and market research, provide technology support through technology transfer. Help in go to market strategy and if required help in raising finances for the incubates through Seed Fund, HNI network, angle and VC funds. The COO shall oversee the day-to-day operations of the Incubator, and motivate staff to accomplish their routine tasks. COO is expected to widen the existing network of mentors, and other stakeholders in the startup ecosystem. Work with NAARM students, Faculty and Management to ensure entrepreneurship and innovation become an integral part of our system. The COO shall develop various programs to generate income for its sustainability. The incumbent is to expected to keep track of the fund allocation and report project progress to CEO on time.

The incumbent must communicate the vision, mission, goals, and objectives and should come out with online and offline collaterals for different contexts including website and social media content. Communication plan should also include preparation of annual and quarterly reports, newsletters,

fund-raising letters and event flyers, press releases and other marketing and advertising materials time to time.

Consolidated emoluments:

Rs. 1,00,000/- per month. (plus accommodation at ICAR-NAARM)
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Business Development Manager (2 nos.) a-IDEA, The Technology Business Incubator of NAARM supported by NABARD requires a

Business Development Manager to manage the "AGRI UDAAN" Food & Agribusiness Accelerator. This role would include overall management of the accelerator program, fund raising, and partnership development, monitoring & scaling of startup cohort, stakeholder management, and angel affiliations. The duration of the contractual engagement is co-terminus with the project.

Qualification and Experience

Bachelor's degree from a Premier Institute in Agriculture & allied sciences / Engineering/ with a post-graduation in MBA/PGDM- Agribusiness / Finance/ Entrepreneurship/ / Marketing/ Rural management/ with first division. The candidates with 2 - 5 years of work experience in the area of Agribusiness / previous experience with startups/ incubators/ accelerators etc. The candidate should be a team player, with age not exceeding 35 years.

Job description:

Reporting to COO, the candidate is required to handle:
• Manager overall Accelerator program, partnership development, fund raising for program.
• Stakeholders management- including partners, sponsors, mentors, corporates, startups, investors and other critical stakeholders of the accelerator ecosystem.
• Fast tracking the scaling up of the startup cohort as a part of the intense acceleration program support to the startups.
• Angel affiliations- with angels, seed funds, CSR, VC firms, etc.
• Fund raising for startup cohorts of accelerator through external investors and setting up deal flow for seed investments of a-IDEA.

Consolidated emoluments:
 Rs. 75,000/- per month.

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a-IDEA, NAARM-TBI reserves the right to fill or not to fill the post mentioned above without assigning any reasons.

Project Associate

a-*IDEA*, NAARM-TBI, supported by NABARD requires Project Associate on contractual basis to look after the incubator operations such as understanding startups needs, team coordination, partner engagement, and business development. The duration of the contractual engagement is co terminus with the project.

Qualification and Experience

The applicants should be qualified in Bachelors in Agriculture/ allied sciences/ biotechnology/MBA from reputed universities or equivalent 1st division, working experience of 1 year especially in agriculture / biotechnology. The candidate with age not exceeding 35 years.

Job description:

Reporting to COO, the candidate is required to handle:

- Managing incubator operations.
- Coordination with team, partners and startups.
- Business development of the incubator.

Consolidated emoluments:

Rs. 30,000/ - per month.

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a-IDEA, NAARM-TBI reserves the right to fill or not to fill the post mentioned above without assigning any reasons.

Admin & Finance Executive

a-*IDEA*, the Technology Business Incubator of NAARM requires Admin & Finance Executive on contractual basis to look after the all Incubator programs such as Admin coordination, Accounts management, updating of financial records & book keeping. The duration of the contractual engagement is co terminus with the project.

Qualification and Experience

Essential: B.com 1st Division from recognized Universities in India. Working experience of 3 years in the field of Accounts and Admin, with age not exceeding 30 years.

Desirable: The applicants should be qualified M.Com 1st Division or M.B.A 1st Division / CAwith specialization in Finance. Preferably the candidate should have prior experience in working for the incubators/ Govt. /Semi Govt. Sector, Public sector institutions. The candidate should have good communication skills, with knowledge of MS office, accounting software's and PFMS procedures.

Job description:

Reporting to COO, the candidate is required to handle:
- Managing Finance related to accounts, book-keeping and financial management, Maintenance of all financial records w.r.t. different projects, Preparation of accounts, SOEs and other documents related to finance as and when requires, Keeping and issuing cheques.
- Coordination of all administrative works viz. maintaining and input in all HR related files, Purchase and entry of stores, Keeping records to all stores related to different projects of aIDEA, issuance of stores, Tour programmes settlement of staff/guests of a-IDEA.
- Liaison with host organization, arrangements w.r.t. programmes in the NAARM and housekeeping responsibilities.
- Any other responsibility by CEO/Additional CEO/ President a-IDEA

Consolidated emoluments:
Rs. 35,000/- Per month
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a-IDEA, NAARM-TBI reserves the right to fill or not to fill the post mentioned above without assigning any reasons.

Program Associate

a-IDEA, the Technology Business Incubator of NAARM requires one Program Associate on contractual basis to look after the areas such as communication management, events. The duration of the contractual engagement is coterminous with the project. Startup and incubation support services are encouraged to apply for these posts.

Essential Qualifications And Experiences

M.B.A with Specialization in Marketing or MA in (Mass communication & Public Relations / Journalism/ Development Communication) M.sc Electronic Communication/ from recognized universities of India with first division, with 1-3 years of working experience with minimum 1-year experience in working with incubators/ event management/ startup events.

Desirable: Candidates having past experience in working with start-up events or technology business incubators would be more preferred.

Key Responsibility- Communication, Program Coordination, event management, website & social media management.

Job Description-

Reporting to the COO; the candidate is required to handle:

- Content development for the various start up events organized under Technology Business Incubator, ability to draft press releases.
- Content management and design coordination for various communication aids including Brochures, Newsletters, and quarterly reports developing marketing collaterals for startup events.
- Content writing of program reports, proposal write-ups of the incubator, impact assessment reports and project success stories.
- Maintain and update the website of the incubator,
- Plan & execute Communication & marketing strategies for outreach of events.
- Logistics planning for events.
- Facilitate communication for PR and liaise with print and electronic media for necessary events.
- Identify relevant startup events and participate in it.
- Coordination with various vendors for logistics, hospitality, design, print and any other relevant works.
- Social Media execution – keeping all the social media accounts viz. Facebook, Twitter, YouTube, LinkedIn updated by posting visits, events, conference, partnership related activities.

Consolidated Emoluments- A consolidated remuneration of Rs. 30,000/- to 35,000 per month will be offered. The candidates with rich experience of 2-3 years may be offered with a higher remuneration up to Rs. 40,000/-

a-IDEA, NAARM-TBI reserves the right to fill or not to fill the post mentioned above without assigning any reasons.

BIRAC - BIONEST

Project Manager

Bio Nest of a-IDEA, The Technology Business Incubator of NAARM requires Project Manager on contractual basis to look after the Bio- incubator operations including Incubation program, Startup coordination, Partner engagements, Fund Raising for startups and incubator. Further the incumbent is expected to manage the Biotechnology Ignition Grant (BIG Program) which includes Program management & coordination with Bio Nest team and monitoring of startups. The duration of the contractual engagement is co-terminus with the project.

Qualification & Experience

Essential: Bachelors in Agriculture and allied sciences or Biotechnology from Agriculture University or Bachelors in Botany from recognized universities of India. Minimum 3 Years of work experience including 1 year minimum experience in recognized Business Incubator in India/abroad. The candidate should have good communications skills in English, and Hindi.

Desirable: M.B.A / PGDM with specialization in Agribusiness/ Rural management/ entrepreneurship management or Ph.D. in Biotechnology or Entrepreneurship with first division. The candidate should be a team player, with age not exceeding 32 years. Preference will be given to those who have a demonstrated work experience from an incubation centre or agencies with promotional activities. Good knowledge in promotional activities; Demonstrated knowledge in presentation skills; brochure preparations, advertisements skills, Computer literacy and numeracy.

Job description:

Reporting to COO, the candidate is required to handle: Promoting the BioNEST incubation centre online & offline; Manage the programmes by creating promotional (workshops/ conferences/ outreach etc.) material enhancing the visibility of the BioNEST and coordinating with different level of participants in the programmes; Conduct events and training programs along with introducing new programs; Travelling, Representing and promoting the organization in conferences & workshops; Working for sustainability of the project; Any other task given by the management

Consolidated emoluments:

Rs.50,000/- per month

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a-IDEA, NAARM-TBI reserves the right to fill or not to fill the post mentioned above without assigning any reasons.

How to apply:

- Interested candidates may apply for the said post by sending the filled application form (Enclosed) with detailed CV to careers.aidea@naarm.in before 24th April 2021 by 5.00 PM.
- Candidates are requested to put all required attachments in one file and convert it into PDF and send the same
- NAME of the file should contain post applied for, followed by '_' and your first name. **For example, if Mr John Deer is applying to the post of Business Development Manager, the file name should be bdm_john.pdf**
- Shortlisted candidates will be called for online interview tentatively by last week of April 2021.

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