



**Rajasthan University Business Incubator and Cluster
Society (RUBIC Society)**

University of Rajasthan, Jaipur -302004

Reg. No COOP/2020/JAIPUR/200364

Email.ID: rubicsociety@gmail.com

Ref: RUBIC/ECH/RECT/2020/1

Dt. 21/05/2020

NOTICE

Applications are invited for the following positions, purely on contract basis in Rajasthan University Business Incubator and Cluster Society (RUBIC) for the time bound, fund oriented **Entrepreneurship and Career Hub (ECH)** programme supported under RUSA

Manager (one number)

Qualifications & experience: The candidate must hold a doctoral degree in science from a recognized Institution, with minimum 3 years Postdoctoral experience in development of innovative products and candidate should have at least one-granted patent as an evidence of his/ her innovations. Candidate should have working knowledge on grant management, technology transfer, Incubation, field-level demonstration of the product. Management experience of one year and more in own start-up/company externally funded projects and collaborating with different institutions/universities/companies to work for prototype development will be an added advantage. Age should be below 45 years as on 15-05-2020.

The key responsibilities of the Manager shall be

- (i) To establish an Incubator (Entrepreneur and Career Hub) at University of Rajasthan.
- (ii) To manage the same in a sustainable and growth-oriented manner in terms of increasing the profile, diversity and competence of incubated start-up ventures.
Further, Manager will be responsible
- (iii) For the day-to-day operations of the incubator
- (iv) Attracting funds through Grants and other means
- (v) Administering the earnings and expenses related to the operations and expansion of the Centre under the directions of the Governing Body of the incubator
- (vi) Making strategic decisions to steer the Centre towards becoming an excellent Centre for nurturing start-ups in operational areas related to (but not limited to) Life Sciences, Biotechnology, chemistry, physics, Nanotechnology, Devices, and Information Technology.
- (vii) The Manager should be able to leverage the strategic location of the incubator within the university of Rajasthan campus for nucleating an ecosystem of innovation within the University and the region to develop alternative career such as start-ups through their innovations. He/she will be expected to work closely with the students and faculty at UOR to help them steer technologies/IPs towards commercialization, by mentoring them and helping them to set up start-up ventures and also helping to raise these to 'venture-capital ready' states. He/she also should be able to create institutional means of venture creation to broaden the pipeline of Innovations at UOR, to create value for the university and the region.
- (viii) He/she may be work on their innovations for incubation.

Salary and terms of engagement: The consolidated salary will be Rs. 1, 50,000/- per month. No other allowances will be paid. The appointment will be on contract initially for one year and may be extended for one more year on satisfactory performance. Contract may be terminated unilaterally if service are not found satisfactory or due to other administrative reasons. Candidate may terminate contract by giving one month notice in writing to the secretary RUBIC. He/she may work on his / her own innovations and can incubate in the RUBIC. Manager will report to the Secretary RUBIC and Coordinator ECH programme.

Wdya Patil



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PDF Entrepreneur (3 Number)

Qualifications & experience: The candidate must hold a doctoral degree in science (Botany/Zoology/Microbiology/Biochemistry/Biotechnology/ Chemistry/ Physics) from a recognized Institution with minimum of one year experience in related fields. Working knowledge on incubator management, technology transfer, demonstration of the product will be preferred. Experience in connecting start-ups funding agencies will be an added advantage. Age should be below 35 years as on 15-05-2020.

Salary and terms of engagement: The consolidated salary will be Rs. 75,000/- per month. No other allowances will be paid. The appointment will be on contract initially for one year and may be extended for one more year on satisfactory performance. Contract may be terminated unilaterally if service are not found satisfactory or due to other administrative reasons. Candidate may terminate contract by giving one month notice in writing to the secretary RUBIC. He/she may work on his / her own innovations and can be incubated in the RUBIC. PDF Entrepreneur will report to the manager ECH programme.

Post Master Entrepreneur (3 Number)

Qualifications & experience: The candidate must hold a Master's degree in Science (Botany/Zoology/Microbiology/Biochemistry/Biotechnology/Chemistry/Physics) from a recognized Institution with minimum one year experience in related fields. Working knowledge on incubator management/technology transfers/ field level demonstration of the product will be an added advantage. Age should be below 30 years as on 15-05-2020.

Salary and terms of engagement: The consolidated salary will be Rs. 35,000/- per month. No other allowances will be paid. The appointment will be on contract initially for one year and may be extended for one more year on satisfactory performance. Contract may be terminated unilaterally if service are not found satisfactory or due to other administrative reasons. Candidate may terminate contract by giving one month notice in writing to the secretary RUBIC. He/she may work on his / her own innovations and can be incubated in the RUBIC. Post Master Entrepreneur will report to the manager ECH programme.

The key responsibilities of PDF Entrepreneur and Post Master Entrepreneur's includes-

PDF Entrepreneur Position 1 & Post Master Entrepreneur Position 1(Incubator maintenance)

- (i) Maintain the incubation day-to-day working at RUBIC.
- (ii) To manage the meet the day-to-day working requirements of start-ups/companies.
- (iii) To purchase/ maintain equipment required for the HUB, starting from procuring specification to purchasing and maintenance of the instruments.
- (iv) Maintain the records and follow the financial and regulatory guidelines required for HUB.
- (v) Maintain and provide the facilities such as Animal/ Plant cell culture, Animal house facility, Greenhouse facility, Pilot plant facility, mentoring for start-ups to the start-ups/ entrepreneur.

PDF Entrepreneur Position 2 and Post Master Position 2 (Incubator Outreach)

- (i) Reach out to the start-ups and entrepreneurs in and around Rajasthan.
- (ii) Scheduling and monitoring workshops, conferences and awareness programmes in targeting to young entrepreneurs/ students /start-ups.
- (iii) Showcasing the products of start-ups to venture capitalists/ funding agencies
- (iv) Connecting start-ups/ entrepreneur to funding agencies.

PDF Entrepreneur Position 3 and Post Master Position 3 (Incubator Mentorship)

- (i) Evaluating the strengths in the works of incubates/ start-ups on daily basis. Identifying the technical problems and creating solution to incubate.
- (ii) Providing /conducting mentoring sessions weekly basis to students of university of Rajasthan and incubate in HUB.
- (iii) Handholding in, patent writing/ filing, technology transfer, and commercialization accepts to the start-ups by connecting to suitable mentors.
- (iv) Evaluating start-ups/ entrepreneurs for award distribution in the workshops events or in special programs.

Rajya Patel



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Technical Officers (3 Number)

Qualifications & experience:

Technical officer 1 & 2: The candidate must hold a Bachelor degree from a recognized institution. Candidate should have good knowledge on computer application, and documentation. Working knowledge on instrumentations/ incubator experience or documentation experience in university will be an added advantage. Age should be below 45 years as on 15-05-2020.

Technical officer 3: The candidate must hold Bachelor of commerce (Accounting) from reputed university/ institution with 2 years experience in accounting packages. Experience in PFMS will be added advantage.

The key responsibilities of PDF Entrepreneur and Post Master Entrepreneur's includes-

- (i) **Technical officer 1.** To maintaining all the equipment, Instrument records, Instrument standardization, and working conditions, Repairs of the instruments
- (ii) **Technical officer 2.** To purchase day-to-day requirements of RUBIC, Stationaries, Chemical, Glassware, etc.
- (iii) **Technical officer 3.** To maintain accounts of RUBIC society, online payments, PFMS etc., preparing business projections in the meetings, creating and helping business accounts packages to the startup ventures incubated in RUBIC society.

Salary and terms of engagement: The consolidated salary will be Rs. 30,000/- per month. No other allowances will be paid. The appointment will be on contract initially for one year and extended for one more year with satisfactory performance. Contract may be terminated unilaterally if service are not found satisfactory or due to other administrative reasons. Candidate may terminate contract by giving one month notice in writing to the secretary RUBIC. Technical officers will report to the Secretary RUBIC and Coordinator ECH programme.

Last date of online submission of application is 6th June 2020.

The application with necessary documents may be sent through email on ID: rubicsociety@gmail.com

Note:

- a) All these posts are on purely on contract basis and ends with the project.
- b) The society reserves the right to reject/select/ cancel the selections. Decision of RUBIC society will be final.
- c) The entire unit will work under supervision of coordinator ECH programme.
- d) No TA DA will be paid for attending interview to the shortlisted candidates and they will be informed through email for the interview.
- e) The short listed candidates should produce original certificates for verification and submit one set of self-attested photocopy of application and certificates at the time of interview.
- f) Mere fulfilling of the eligibility criterion does not entitle applicants to be called for interview.


Dr. Vidya Patni
Coordinator RUSA ECH programme
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Jaipur-302004