

ASSAM AGRICULTURAL UNIVERSITY INCUBATOR
Assam Agricultural University, Jorhat – 13
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RECRUITMENT NOTICE

The Assam Agricultural University (AAU) Incubator has recently been established as a Section-8, not-for-profit company, under the Companies Act 2013 (Foundation For North East Agriculture Technology Entrepreneurs HUB). The Incubator has been shortlisted as one of the Atal Innovation Centres in the country, by the NITI Aayog and as a “Centre of Excellence” by the Department of Agriculture Coop & Farmers Welfare, Government of India. The Incubator has the mandate to support early-stage startup companies in agri technology and allied-agri sectors, and build a robust ecosystem for these enterprises. It aims to serve as an agri entrepreneurs hub for entire the North East Region.

The AAU Incubator is recruiting the following positions, to be based in Jorhat:

- Manager – Innovation Management (1) [Rs.1.50 lakh per month]
- Manager – Finance (1) [Rs.1.25 lakh per month]
- Manager – Marketing and Communications/ ICT (1) [Rs.1.25 lakh per month]
- Technology Transfer Officer – (1) [Rs.0.50 lakh per month]
- Content Development Manager (1) [Rs.0.50 lakh per month]
- Admin & Finance Officer (1) [Rs.0.50 lakh per month]
- Business Development Officer (1) [Rs.0.30 lakh per month]
- Research Analyst (1) [Rs.0.30 lakh per month]
- Technical Officer (1) [Rs.0.30 lakh per month]
- Receptionist cum Office Assistant – (1) [Rs.0.20 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 out of Jorhat, with a probation period of 6 months for every staff. For remuneration and eligibility criteria, please refer to university website <http://www.aau.ac.in> or the incubator website <http://neatehub.org/> for more information. Interested candidates must apply on or before **8 April 2019** by email to join@neatehub.org.

Head
Science & Technology Cell

TERMS AND CONDITIONS

- 1) Applications must be emailed to aau.incubator@gmail.com. The post applied for must be CLEARLY mentioned in the subject line of the email as "Application for the post of in Foundation for AIC-AAU Incubator":
- 2) The minimum age as of 1.4.2019 should be at least 21 years and maximum must not be more than 50 years for any of the positions.
- 3) The selection and appointment will be made by a Screening Committee constituted by the Incubator for this purpose. Some of the junior level positions may have a two-stage selection process – the first stage would be a written exam and the second stage will be the interview. Only shortlisted candidates for any of the positions will be intimated through email for attending an interview for final selection.
- 4) 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.
- 5) The appointment will be initially for a period of one year which may be extended based on a satisfactory performance evaluation at the end of the first year. The positions are presently under project mode and will be co-terminus with the project.
- 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 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 Assam Agricultural University (AAU) Incubator 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.

Job description for position of Manager – Innovation Management

Title	Manager – Innovation Management
Essential educational Qualifications	M.Tech/ MBA/ PGDM/ Equivalent Master degree in agribusiness/ marketing/ agri-marketing/ agri-economics/ economics/ technology commercialisation/ entrepreneurship from UGC recognised institute.
Essential experience	Should be having an experience of atleast 5 years in technology commercialisation; supported incubators, assessment and evaluation of project startups and mentored at least 5-10 startup companies.
Desirable qualifications	<ul style="list-style-type: none">• Working experience in projects of similar nature and scale• Knowledge of North Eastern languages and understanding of the culture and traditions in the various NE states• Balanced approach towards dealing with people with diverse background• Physically fit and willingness to travel in the rural hinterland if need arises
Job profile	<ul style="list-style-type: none">• Assessment and evaluation of project startups• Oversee technology commercialisation for the startups in the incubator• Networking with relevant stakeholders for bringing in entrepreneurs of relevance to the incubator and help in their “go-to-market” activities.• Plan, schedule and manage various events for and with incubator stakeholders
Remuneration and other facilities	Consolidated fixed salary of Rs.1.50 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting initially in Jorhat, Assam.

Job description for position of Manager – Finance

Title	Manager – Finance
Essential educational Qualifications	MBA/ PGDM/ Equivalent Masters degree in Finance from UGC recognised institute/ universities
Essential experience	Minimum experience of 5 years in developing business plans, assessment and evaluation of financial plans of startups/ entrepreneurs and well conversant in financial compliances and related matters
Desirable qualifications	<ul style="list-style-type: none">• ICMA/ CAIIB• Working experience in projects of similar nature and scale• Knowledge of North Eastern languages and understanding of the culture and traditions in the various NE states
Job profile	<ul style="list-style-type: none">• Work closely with the CEO as well as Manager – Innovation of the incubator towards development of the main objectives of the incubator.• Contribute to the formulation of annual financial plans, monitor their implementation and make appropriate changes within areas of responsibility.• Finance management of the incubator; fulfilling all the relevant statutory rules governing the functioning of a Section 8 company.• Oversee budgetary management and the preparation of accounts and financial reports• Development of financial policies and procedures to ensure effective management of the incubator• Manage contracts, tendering arrangements and ongoing relationships with various supply and procurement stakeholders• Any other duties as may be assigned by Incubator Manager within the context of the contract of employment. Priorities may vary from time to time.
Remuneration and other facilities	Consolidated fixed salary of Rs.1.25 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting initially in Jorhat, Assam.

Job description for position of Manager – Marketing and Communications

Title	Manager – Marketing and Communications
Essential educational Qualifications	MBA/ PGDM/ equivalent Master degree in ICT/ Marketing, Communications/ Agri Marketing, from UGC recognised Institute/ University.
Essential experience	Minimum 5 years of experience in Marketing and Communications, Promotional campaigns of large projects, Marketing and communication network management, social media and content distribution campaigns keeping a close eye of the performance metrics and related budgets
Desirable qualifications	Work experience in North East Region of India in rural marketing, marketing channel- partner relationship management, awareness campaigns to promote agri-projects, agri-incubation/ startups
Job profile	<ul style="list-style-type: none">• Contributing to developing and executing marketing strategy and plans for the incubator• Daily management of marketing channels, executing paid, social media and content distribution campaigns keeping a close eye of the performance metrics and related budgets.• Bring new ideas and support both inbound and outbound lead generation campaigns, events, bootcamps, etc• Actively support development, production and management of marketing collaterals and its content development• External Communications related to the Incubators activities
Remuneration and other facilities	Consolidated fixed salary of Rs.1.25 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting initially in Jorhat, Assam.

Job description for position of Content Development Manager

Title	Content Development Manager
Essential educational Qualifications	Master degree in Mass Communication from UGC recognised Institute/ University University.
Essential experience	Minimum 3 years of experience in content writing, article writing and/ or blog writing, developing content for advertising through various media – visual, audio, etc. and relevant experience in handling social media, promotion of events through various media
Desirable qualifications	Work experience in North East Region of India in content development sphere of activities related to rural marketing; networking with marketing channels, developing content for awareness campaigns to promote agri-projects, agri-incubation/ startups, promotion of events through various media
Job profile	<ul style="list-style-type: none"> • Contributing to developing content and material for executing marketing strategy and plans of the incubator • Daily management of content through marketing channels, social media and content distribution campaigns keeping a close eye of the performance metrics and related budgets. • Management of marketing channels, executing paid, social media and content distribution campaigns keeping a close eye of the performance metrics and related budgets. • Bring new ideas and support both inbound and outbound lead generation campaigns, events, bootcamps, etc • Actively support development, production and management of marketing collaterals and its content development • External Communications related to the Incubator’s activities
Remuneration and other facilities	Consolidated fixed salary of Rs.0.50 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting initially in Jorhat, Assam.

Job description for position of Technology Transfer Officer

Title	Technology Transfer Officer
Essential educational Qualifications	Masters' degree in licensing/ technology transfer/ commercialization or similar specialisation, preferably with an additional certification or degree in IPR
Essential experience	Commercialisation/ Technology transfer work experience of over 3 years
Desirable qualifications	<p>Work experience in the field of agriculture and allied – agricultural technologies, food technology, textiles and relevant rural sectors – both on-farm and off-farm sectors</p> <p>Successfully demonstrated work in the area of product/ technology transfer or commercialisation.</p>
Job profile	<ul style="list-style-type: none"> • The candidate should assist in the identification, evaluation, protection, marketing, and licensing of the incubatees' technology. • The TTO should assist in marketing and promotion of the various technologies of the Incubator, and its mission to advance innovation by serving faculty, supporting the research enterprise, and partnering with entrepreneurs and businesses to commercialize inventions that enhance the economy and benefit the public. • Conducts initial reviews for patentability / marketability. Works with AAU faculty / inventors, other staff, patent attorneys/ lawyers, and consultants to further evaluate the commercialization potential of the incubatees' technology. • Develop and implement a marketing plan for AAU intellectual property. Create non-confidential promotional materials for technologies / capabilities / research expertise / etc, for dissemination to various potential collaborators and partners. • Develop and maintain strong working relationships with departments, colleges, research centres, autonomous institutions including academic and financial. • Review Confidentiality Agreements (CAs), Non-Disclosure Agreements (NDAs) Material Transfer Agreements (MTAs), and other documents associated with technology transfer activities. • Finalise all license documentation as necessary to be in compliance with various Gol laws and regulations as well as relevant policies.
Remuneration and other facilities	Consolidated fixed salary of Rs.0.50 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting initially in Jorhat, Assam.

Job description for position of Admin and Finance Officer

Title	Admin and Finance Officer
Essential educational Qualifications	Post graduate degree in administration/ management / HR and finance
Essential experience	Candidate should have an experience of a minimum of 2 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
Desirable qualifications	<ul style="list-style-type: none"> • Working experience in projects of similar nature and scale • Knowledge of North Eastern languages and understanding of the culture and traditions in the various NE states
Job profile	<p>Admin and finance management</p> <ul style="list-style-type: none"> • Work closely with the Manager-Finance as well as the CEO of the incubator towards development of the HR plans of the incubator. • Contribute to the formulation and dissemination of annual plans, monitor their implementation and make appropriate changes within areas of responsibility. <p>Finance</p> <ul style="list-style-type: none"> • Day-to-day finance management of the incubator; fulfilling all the relevant statutory rules governing the functioning of a Section 8 company. • Oversee budgetary management and the preparation of accounts and financial reports • Development of financial policies and procedures to ensure effective management of the incubator • Manage contracts, tendering arrangements and ongoing relationships with various supply and procurement stakeholders <p>Governance</p> <ul style="list-style-type: none"> • Support the Incubator Manager in effective and efficient servicing of meetings of the Board, its Committees and other associated groups, events, etc • Co-ordinate working groups and / or committees to ensure effective outcomes in line with the agreed objectives and resources. <p>Administration Management</p> <ul style="list-style-type: none"> • Provide supportive and effective leadership to the management staff • Ensure that the recruitment, management, training, development and appraisal of staff is undertaken effectively within areas of responsibility • Ensure that current employment, equal opportunities and health and safety legislation, together with good practice, are consistently applied. • Any other duties as may be assigned by Incubator Manager within the context of the contract of employment. Priorities may vary from time to time.
Remuneration and other facilities	Consolidated fixed salary of Rs.0.50 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting initially in Jorhat, Assam.

Job description for position of Research Analyst

Title	Research Analyst
Essential educational Qualifications	Bachelor's degree in technology/ Science/ Economics or Business Administration – any specialisation
Essential experience	Atleast 2 years of work experience in market research and analysis
Desirable qualifications	<ul style="list-style-type: none">• Demonstrated abilities in conduct of feasibility studies, market analysis• Experience of working with startups, record their progress and develop case studies.• Previous work experience of working in North East Region in the area of market analysis.
Job profile	<ul style="list-style-type: none">* Secondary Research/ Desk Research/ Primary research.* Content Writing & Content Development.* Write market/Industry research studies.* Analyze and classify the information collected.* Organize the information / analysis in the desired output formats.* Track news / developments related to targeted Industry, Company.* Synthesize data out of multiple data sources to perform analysis about industry/companies.* Business & Market Intelligence.* Client Engagement.
Remuneration and other facilities	Consolidated fixed salary of Rs.0.30 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting initially in Jorhat, Assam.

Job description for position of Business Development Officer

Title	Business Development Officer
Essential educational Qualifications	MBA/ PGDM/ Equivalent Master degree in agribusiness / marketing/ agri-marketing/ entrepreneurship from UGC recognised institute.
Essential experience	Should be having an experience of atleast 2 years in business development activities for agri projects, agri startups/companies
Desirable qualifications	<ul style="list-style-type: none">• Working experience in projects of similar nature and scale• Knowledge of North Eastern languages and understanding of the culture and traditions in the various NE states• Balanced approach towards dealing with people with diverse background• Physically fit and willingness to travel in the rural hinterland if need arises
Job profile	<ul style="list-style-type: none">• Business development activities of the incubator• Assessment and evaluation of ideas and project plans/ pitch• Networking with relevant stakeholders for bringing in entrepreneurs of relevance to the incubator and help in their “go-to-market” activities.• Plan, schedule and manage various events for and with incubator stakeholders for development of the incubator
Remuneration and other facilities	Consolidated fixed salary of Rs.0.30 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting initially in Jorhat, Assam.

Job description for position of Technical Officer

Title	Technical Officer
Essential educational Qualifications	Diploma from recognised State Technical Board/ institution – specialisation in agriculture or allied-agriculture or similar domains.
Essential experience	Atleast two years of work experience in Agri or allied agri or similar domains
Desirable qualifications	<ul style="list-style-type: none">• Demonstrated ability to perform field level work including testing• Sound understanding of instruments and equipment used in set up of similar nature of work;
Job profile	<ol style="list-style-type: none">1. Operate and maintain pilot production units and testing laboratories2. Operate a variety of industrial grade food production equipment, including mixers, pumps, blenders, formers, tunnel freezers and packagers, etc.3. Assemble tooling for packaging equipment.4. Use scales, pumps and pipettes to weigh out raw ingredients for various products.5. Ensure accuracy on all process documentation.6. Ensure all processes adhere to respective safety standards7. Perform pre- and post-operation cleaning procedures
Remuneration and other facilities	Consolidated fixed salary of Rs.0.30 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting initially in Jorhat, Assam.

Job description for position of Receptionist cum Office Assistant

Title	Receptionist cum Office Assistant
Essential educational Qualifications	Bachelor's degree – any specialisation
Essential experience	<ul style="list-style-type: none">• Freshers too can apply• Basic computer literacy
Desirable qualifications	<ul style="list-style-type: none">• Fluency in North East languages and in English• Ability to work with people from diverse backgrounds• Good communication skills and pleasing personality
Job profile	<ol style="list-style-type: none">1) Public relations2) Maintaining the database as per the internal templates of the organisation.3) Administrative work relating to day-to-day office operations4) Handling incoming visitors as well as communications/ calls
Remuneration and other facilities	Consolidated fixed salary of Rs.0.20 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting initially in Jorhat, Assam.