



**NUTRIHUB TECHNOLOGY BUSINESS INCUBATOR
STARTUPS CONFEDERATION (NUTRIHUB-TBISC)**

(Not for Profit Section.8 Company registered under Companies Act, 2013)
Reg. Office: 11-127, ICAR-IIMR, Rajendranagar, Hyderabad-30
CIN: U85300TG2020NPL144881, Tel: 040-29884838
www.nutrihubiimr.com and www.millets.res.in



Notification

Eligible and interested candidates are invited for a walk-in-interview (virtual) to be held through a virtual platform at the campus of Indian Institute of Millets Research, Rajendranagar, Hyderabad-500030, on **12 February 2021 (Friday) from 10:30 AM** onwards for recruitment of the following positions as per the details given below.

Name of the Project	RKVY-RAFTAAR
Post	Business Manager (1 Position)
Emoluments (per month)	Upto Rs 1.25 Lakh/ month (Consolidated)
Project Till	March 2021 (Likely to be extended)

Qualification:

Master’s degree: MBA/ PGDM/ M. Tech/ Equivalent Master Degree in Agri-Business/ Finance/ Marketing/ Agri Marketing/ Agri-Economics/ Economics/ Technology Commercialization/ Food Technology/Biotechnology/ Entrepreneurship from Recognized Institute.

2. Must be having relevant experience of **7-10 years’** experience; Exposure in Supported Incubators, Assessment, Evaluation of Projects, Startup’s ideas and with experience in startup ecosystem is preferred. Those exposed in government sector, Startup India, AIC, MEIT, DST, National Innovation Foundation and any other premier institutes dealing with Incubation, startups will be preferable.

Age: 40 years or below

Job Role:

- Coordinate with CEO and other Executive Management in helping setup infrastructure, process and program for a strong Incubation offering.
- Attract, Identify and select potential incubatees/ startups for the incubation program.
- Run marketing & promotional campaigns to source startups for Incubation program.
- Assist startups in the areas of Strategy, Business Plan Development, Market Analysis, Company Registrations & understand the requirements of startups and build a mentoring relationship through the mentor pool.
- Define deliverables, their timelines and monitor progress of startups.
- Define, build and finalize client agreements and all other compliance work around incubators and startups.
- Signing of MoUs and build networks with key partners that will strengthen the incubator. Promote Nutrihub, IIMR to attract the best startups and help build and shape the brand image.
- Creating relations with investment network and help startups to raise investments.
- Plan and implement for ongoing events around Startups to make Nutrihub, IIMR a hub for startups
- Designing and execution of programs for nurturing of startups.
- BM should gather data from internal and external resources, compile them and present them CEO.
- BM need to give presentations of the data they have collected and explain how it can help the project in making strategic plans for profitable business & revenue generation in future.
- BM should analyze the market for potential buyers and the demand.
- Work with students, Faculty and Management to ensure entrepreneurship and innovation become an integral part of our system.
- Develop and maintain relationships with ecosystem enablers, investors, government bodies, service companies etc.
- BM should be able to organize BOG meetings and make presentations to clientele/ stakeholders covered with respect to strategic plans of incubator.

- BM should be able to Draft proposals for Grant in aids & specific documents for other institutions.
- In addition, assist the CEO with the duties assigned from time to time.

Preparation for interview:

Candidates may prepare a vision document in brief for Nutrihub-TBI, “Revenue Generation Plan” for the next five years. This should be prepared for discussion with the panel. **And has to be sent along with CV**

Name of the project	RKVY-RAFTAAR
Business Executive	Business Executive (1 Position)
Emoluments (per month)	Rs 30,000 (Consolidated)
Project Till	March 2021 (Likely to be extended)

Essential:

- Any Graduate with working experience of 3-5 years in Incubation/startup/business related field. BBA/ BCA/ degree in Engineering / equivalent UG degree from recognized university will be preferred.

- **40 years or below**

Desirable:

- Candidates will be preferred with Good in English with verbal and written communication skills. Strong literacy in computer, MS Office and Internet Knowledge in food processing of agri commodities Experience in dealing with incubation/ Marketing.
- Events organizing and management & networking skills.
- Proven documentation skills in writing projects for funding and research and popular literature communication.
- Proven skills in incubation/startups/marketing of Agri products. Agri business management & Food processing skills, if any

Name of the Project	RKVY-RAFTAAR
Post	Junior Accounts officer (1 Position)
Emoluments (per month)	Rs. 25,000 (Consolidated)
Project Till	March 2021 (Likely to be extended)

Essential:

Any graduate with good accounting knowledge with a minimum experience of 2 years, preferably in a Govt. organization

Age: 40 years or below

Desirable: Good in English with verbal and written communication skills. Working knowledge in computer, MS Office and Internet, Knowledge in GST filing, able to handle PFMS, TDS etc.

Job Roles:

- 1). Verification of Bills with reference to rules and regulations of the company, accounting entries in Tally ERP Accounting Package.
- 2). Knowledge of Tax Deduction at Source (TDS) provisions and implementing the same while processing the bills. TDS Payments and Filing the TDS Returns of the company before due dates and issuing the Form-16 and Form-16A to the employees and suppliers respectively.
- 3). Knowledge of Goods and Service Tax (GST) provisions. GST Payments and Filing of GST Returns before due dates.
- 4) Knowledge of Professional tax and ESI. Payments and Filing of returns before due dates.
- 5) Knowledge of Government Grants and Provisions of Companies Act, 2013.
- 6) Preparation of Financial Statements i.e., Trial Balance, Income and Expenditure Account, Receipts and Payment Account and Balance Sheet along with supporting schedules and statements and submission to Management of NUTRIHUB-TBISC at regular intervals
- 7) Knowledge in General Financial Rules, 2017 (GFR), Central Public Procurement Portal (CPP), Bharat Kosh, Public Financial Management System (PFMS) and Government e-Market (GeM) will be an added advantage
- 8) Preparation and presentation of Budgets and reports.
- 9) Preparation and maintenance of Stock Reports

- 10). Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations
 11). Evaluating financial operations to recommend best-practices, identify issues and strategize solutions, and help organizations run efficiently
 12). Responsible for ensuring financial records are compliant with the relevant laws and regulations
 13). Able to work with Chartered Accountants and Company Secretary and comply with the statutory requirements including audit.

Name of the project	DST - TBI
Post	Technical Assistant (1 Position)
Emoluments	Rs. 15,000/month (Consolidated)
Project Till	March 2021 (Likely to be extended)

Essential Qualifications:

- SSC or equivalent.
- ITI/ Diploma certificate in any discipline from a reputed Institute is preferable.
- Work Experience min 2 yrs.

Age: 40 year or below

Desirable Qualifications:

- Experience in food industry especially in baking line will be preferred.
- Basic Computer knowledge
- Knowledge in handling processing machinery of millets

Job Description:

- Candidate should be able to work on all production lines as per the requirement.
- Should involve in pre- and post-cleaning of the machinery on daily basis.
- Should have knowledge in packing, storing and maintaining of the stock and stock registers.
- Should monitor regularly of utilities, like compressed air, steam, water level, Nitrogen gas level etc.
- Should be able to work as per the project requirement.

Terms & Conditions:

1. The above posts are purely temporary and on contractual basis till March 31, 2021 / expiry of the project.
2. The candidates have to produce his/ her original certificates along with a set of self-attested photo copies of all certificates and a recent passport size photo, and other documents such as experience certificate etc. (send along with your CV) for verification.
3. The selected candidates shall not claim for regular appointment/ absorption in Nutrihub/IIMR/ or in any funding agency at the end of the project.
4. The shortlisted candidates shall be called for interviews on a virtual platform.
5. Selected candidate/s will be positioned in Nutrihub/ICAR-Indian Institute of Millets Research, Hyderabad-030 for contractual job.
6. **IIMR/ Nutrihub-TBISC reserves the right to alter/ change/ cancel this advertisement/ recruitment without assigning any reason at any stage of recruitment process.**
7. Candidates have to login (in case of virtual interviews) before 15 mins of scheduled time. And should wait for their turn patiently.
8. Candidates have to produce an undertaking, stating that they are not enrolled in any other job or academic courses etc. (either full time or part time) for attending the interview.
9. Professional tax & TDS may be deducted as per rules wherever applicable.
10. **Please be watchful if any corrigendum issued on updates/ modifications on the subject. (www.millets.res.in/ad.php)**
11. **Interested and eligible candidates may send their CV along with qualification and experience certificates scanned copies to esnutrihub@gmail.com on or before 08.02.2021, 6:00 pm.**
12. **CVs received after 09th February 2021, 05:00 PM will not be considered.**

Sd/-
Director

Project	ICAR: NAIF-ZTMC
Post	Senior Research Fellow (SRF) (1 position)
Emoluments	Rs. 31,000/- + HRA (HRA as per ICAR Rules)
Project till	March, 2021, likely to be extended.

Eligibility:

Essential qualifications:

• Master's degree in the Food process engineering/ Agricultural and Process Engineering/ Food Technology/ Food Sciences and Nutrition/ Food Chemistry.

Candidates having Post Graduate degree in Basic Sciences with 3 years Bachelor's degree and 2 years Master's degree should have NET qualification and 2 years research experience.

Desirable:

- Experience in FMCG/ Food Sector, basic knowledge in cereals processing machinery, postharvest machinery, primary processing machinery, also able to handle lab equipment, ability to analyze statistical data and documentation skills.
- Proficiency in English, and sufficient knowledge in MS-Office and computer usage.
- Willing to travel

Project	ICAR: NAIF-ZTMC
Post	Senior Research Fellow (SRF) (1 position)
Emoluments	Rs. 31,000/- + HRA (HRA as per ICAR Rules)
Project till	March, 2021, likely to be extended.

Eligibility:

Essential:

• Post Graduate degree (M.Sc.) in Agricultural Biotechnology/ Plant Breeding and Genetics with 4/5 years Bachelor's Degree Agricultural. Candidates having Post Graduate degree in Basic Sciences with 3 years Bachelor's degree and 2 years Master's degree should have NET qualifications and 2 years research experience.

Desirable:

- Experience in IPR management/ Diploma in IPR
- Proficiency in English and Knowledge in MSOffice and computer usage.
- Willing to travel to field sites

Terms & Conditions:

1. The above posts are purely temporary and on contractual basis till 31st March/ expiry of the project.
2. The age limit of above position is up to 35 years as on the date of interview.
3. The relaxation in upper age limit is five years for SC/ST/women candidates and three years for OBC candidates as per rules.
4. The candidates shall submit Applications at the time of interview in the proforma enclosed along with a passport size photograph and a set of self-attested copies of requisite mark-sheet, certificates and supporting documents.
5. Candidates have to produce all the original certificates at the time of interview for verifications.
6. No TA/DA will be paid for attending the interview.
7. Report for registration from 10:00 AM to 10:30 AM on the date of interview (Virtual).
8. The decision of the Director, ICAR-IIMR is final and binding in all respects.
9. The selected candidates shall not claim for regular appointment/absorption in ICAR-IIMR, Hyderabad or funding agency at the end of the project.
10. Canvassing in any form will lead to cancellation of candidature.
11. The selected candidate may have to join immediately.
12. For further details/updates please visit our website www.millet.res.in regularly.
13. IIMR reserves the right to alter/ change/ cancel this advertisement/ recruitment without assigning any reason at any stage of recruitment process.
14. Candidates have to produce an undertaking, stating that they are not enrolled in any other job or academic courses etc. (either full time or part time) for attending the interview.
15. Professional tax & TDS may be deducted as per rules wherever applicable.
16. Please be watchful if any corrigendum issued on updates/ modifications on the subject. (www.millet.res.in/ad.php)
17. Interested and eligible candidates may send their CV along with qualification and experience certificates scanned copies to esnutrihub@gmail.com on or before 08.02.2021, 6:00 pm.
18. CVs received after 08th February 2021 will not be considered.

Sd/-
Director

PROFORMA

APPLICATION FOR THE POST OF : _____ *(On contractual Basis)*

Project: _____

1. **Name in Block letters:** _____
2. **Father's / Husband's name:** _____
3. **Date of Birth & age:** _____; _____ **years.**
4. **Postal address for correspondence: Present & Permanent.**



5. **Mobile no:** _____; **Aadhar No:** _____; **email:** _____

6. **Educational Qualifications:**

Sl. No	Qualifications	Year of passing	Board/ University	Marks (% /GPA)	Remarks (if any)
1.					
2.					
3.					
4.					
5.					
6.					

7. Prior Experience (if any):

Sl. No	Name of the Organization/ Institute	Post	From To	Drawn Salary	Remarks
1.					
2.					
3.					
4.					

8. Additional Information which you would like to mention:

- a. Additional Academic/ professional Qualifications: _____
- b. Trainings _____
- c. Research Publications / reports / special projects: _____
- d. Awards/ Scholarships/ Official Appreciations: _____
- e. Affiliation with professional bodies/ institutes/ Societies: _____
- f. Any other information: _____

9. Whether belongs to SC/ST/OBC/OC/PH/Ex-servicemen (as per GoI norms) _____

10. I am also willing to be considered for any lower post in case my application for the applied post is ineligible or not shortlisted for further scrutiny. (Yes / No): _____

SELF DECLARATION

I _____, Son/ Daughter of _____ hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if Information given by me is proven false/ not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn and I may be terminated from the services without assigning any reasons.

Date: ___/___/___

Place: _____

Signature of the Candidate