



## CIED – IUST FOUNDATION

Registered Address: Islamic University of Science and Technology,  
Awantipora, Pulwama, Jammu & Kashmir, India, 192122  
CIN: U80902JK2022NPL013701

No.: IUST/CIED/24/916

Dated: 05-06-2024

### RECRUITMENT NOTICE

Centre for Innovation and Entrepreneurship Development (CIED) – IUST Foundation is a Section – 8 company established at Islamic University of Science and Technology (IUST), Awantipora, Kashmir. It aims to foster a culture of innovation and entrepreneurship in the UT of J&K and other parts of the country by leveraging its expertise and linkages for supporting innovative start-ups & technologies.

CIED-IUST Foundation invites applications from eligible candidates through online mode for the following positions, under the Department of Science & Technology (DST) NIDHI i-TBI project. The positions are purely contractual and co-terminus with the project.

S. No.	Name of the Position	No. of Post(s)
1.	Chief Executive Officer	01 (One)
2.	Incubation Manager	01 (One)
3.	Incubation Associate	01 (One)
4.	IT & Finance Associate	01 (One)

The detailed eligibility criteria for the positions are mentioned in the attached annexure.

#### **Important Dates:**

Availability of online application forms	05-06-2024
Last date of submission of online application	19-06-2024

#### **General Instructions:**

1. CIED - IUST Foundation reserves the right to cancel posts anytime.
2. The salary component is subject to the release of funds by the funding agency.
3. Candidates will have to produce original documents relating to their qualification, experience etc. at the time of appearing for the in-person interview.
4. No TA/DA shall be paid to candidates for appearing in the interview.
5. Eligible candidates will be informed about the date and place of interview through University website / e – mail etc. However, University does not take any responsibility for non-receipt or delayed receipt of the intimation by a candidate.
6. All relevant information / updates shall be uploaded on the University website [www.iust.ac.in](http://www.iust.ac.in). The candidates are advised to remain in touch with the same.
7. CIED - IUST Foundation reserves the right to alter / insert any corrections / additions in the advertisement in the event of any typographical error etc. before the last date prescribed for the receipt of applications, which shall be duly notified on the University website.
8. CIED- IUST Foundation reserves the right to modify / withdraw / cancel any communication made to the candidate(s) at any stage in the process of selection in case any inadvertent mistake is detected even after the issue of appointment letter.

Sd/-  
CEO/Director  
CIED- IUST Foundation



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### DETAILED ELIGIBILITY OF THE POSITIONS UNDER DST NIDHI i-TBI PROJECT

<b>CHIEF EXECUTIVE OFFICER</b>		
1.	No. of Posts	01 (One)
2.	Salary	Will be commensurate with qualifications and experience. Performance based increment as per project norms.
3.	Term of engagement	Initially for 01 year, extendable to 03 Years (co-terminus with the project)
4.	Essential Qualifications & Experience	<ol style="list-style-type: none"><li>1. A Bachelor's degree in Business / Engineering / Computer Science or in a related field with MBA from a recognized institution with 55% marks at each level or of equivalent Grade Point Average.</li><li>2. Minimum 05 years of experience in Entrepreneurship, Start-up activities, Innovation, Skilling, Project Management in a reputed State / National Agency / Institute / Multinational Company / University.</li></ol>
5.	Desirable	<ul style="list-style-type: none"><li>• Preference will be given to applicants with previous experience of working at Incubator / Accelerator.</li><li>• Leadership skills &amp; ability to guide &amp; inspire diverse teams / entrepreneurs / creative minds.</li><li>• Skills in Computer applications / data analysis / problem solving.</li><li>• Experience in preparation of project proposals / DPR etc.</li></ul>
6.	Upper Age Limit	45 Years
7.	Roles & Responsibilities	<ul style="list-style-type: none"><li>• Shall report to the Director of CIED and collaborate with University officers / team for seamless implementation of incubation related decisions and strategies.</li><li>• To lead all operations of the incubator, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices.</li><li>• Steering the early-stage start-ups to growth stage enterprises in due course of time and make the incubator sustainable.</li><li>• Forge partnerships with government, academia, industry, other existing incubators, and angel/seed funding institutions in India and abroad for the start-ups to leverage.</li><li>• Assist the incubatee in creating a sustainable, scalable, and profitable business model by imparting training and mentorship.</li><li>• Enable access to prototyping facilities, markets etc. for pilot implementation of the product / services.</li></ul>



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<b>INCUBATION MANAGER</b>		
1.	No. of Posts	01 (One)
2.	Salary	Will be commensurate with qualifications and experience. Performance based increment as per project norms.
3.	Term of Engagement	Initially for 01 year, extendable to 03 Years (co-terminus with the project)
4.	Essential Qualifications & Experience	<ol style="list-style-type: none"> <li>1. A Bachelor's degree in Business / Engineering / Computer Science or in a related field with MBA from a recognized institution with 55% marks at each level or of equivalent Grade Point Average</li> <li>2. Minimum 03 years of experience in Entrepreneurship, Start-up activities, Innovation, Skilling, Project Management in a reputed State / National Agency / Institute / Multinational Company / University.</li> </ol>
5.	Desirable	<ul style="list-style-type: none"> <li>• Preference will be given to applicants with previous experience of working at Incubator / Accelerator.</li> <li>• Skills in Computer applications / data analysis / problem solving.</li> <li>• Experience in evaluating markets / companies, providing advisory support to entrepreneurs.</li> </ul>
6.	Upper Age Limit	45 Years
7.	Roles & Responsibilities	<ul style="list-style-type: none"> <li>• Assisting CEO of the Incubator in development and execution of the strategy for outreach, hunting, attracting and on boarding deserving and qualified innovative entrepreneurs and start-ups.</li> <li>• Overall strategic planning and implementation along with operational guidance to the aspirants for improvement of the local start-up ecosystem.</li> <li>• Compilation and preparation of Market research / marketing and Finance feasibility reports.</li> <li>• To cultivate, build and maintain strong working relationships with entrepreneurs, mentors, start-ups, universities, research institutions, industry experts, associations, chamber of commerce &amp; industries, state &amp; central government, and angel investors.</li> <li>• Regularly interact and coordinate with internal and external stakeholders to ensure excellent program performance.</li> <li>• Other roles and responsibilities as may be identified by the CEO / Director.</li> </ul>



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<b>INCUBATION ASSOCIATE</b>		
1.	No. of Posts	01 (One)
2.	Salary	Will be commensurate with qualifications and experience. Performance based increment as per project norms.
3.	Term of Engagement	Initially for 01 year, extendable to 03 Years (co-terminus with the project)
4.	Essential Qualifications & Experience	1. A Bachelor's degree in Business / Engineering / Computer Science or in a related field from a recognized institution with 55% marks or of equivalent Grade Point Average 2. Minimum 02 years of experience in Entrepreneurship, Start-up activities, Innovation, Skilling, in a reputed State / National Agency /Institute / Multinational Company / University.
5.	Desirable	<ul style="list-style-type: none"><li>• Preference will be given to applicants with previous experience of working at Incubator / Accelerator.</li><li>• Skills in Computer applications / social media / problem solving.</li><li>• Experience in use of procurement applications like GeM / powerpoint presentations / financial applications etc.</li></ul>
6.	Upper Age Limit	35 Years
7.	Roles & Responsibilities	<ul style="list-style-type: none"><li>• The person will be primarily responsible to support all functions related to the incubation centre.</li><li>• Due diligence of Startups, Transaction execution, process and preparing and maintaining of records.</li><li>• Preparing reports for external agencies and managing data for internal review processes.</li><li>• Networking and promotional activities to attract CSR and other investments.</li><li>• Establishing partnerships with academic institutional partners and onboarding investors.</li><li>• He/she shall be familiarized to maintain the official records for various projects both in paper and electronically; to maintain the files of all the personnel, consultants and stakeholders; to manage the staff attendance, time records, salaries and other welfares.</li></ul>



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<b>IT &amp; FINANCE ASSOCIATE</b>		
1.	No. of Posts	01 (One)
2.	Salary	Will be commensurate with qualifications and experience. Performance based increment as per project norms.
3.	Term of Engagement	Initially for 01 year, extendable to 03 Years (co-terminus with the project)
4.	Qualifications & Experience	1. B.E. / B. Tech in IT / E&CE / CSE or B.Sc. AFM/B.Com./BBA along with MBA 2. Minimum 02 years of experience in Project Management / Finance / IT support
5.	Desirable	<ul style="list-style-type: none"><li>• Skills in Computer applications / softwares / social media marketing.</li><li>• Experience in design, motion graphics, and audio editing.</li><li>• Proficiency with Adobe software suite / Canva etc.</li></ul>
6.	Upper Age Limit	35 Years
7.	Roles & Responsibilities	<ul style="list-style-type: none"><li>• He/she will be responsible for the IT and Finance related matters of the project.</li><li>• Preparation and maintenance of financial records, maintain stock registers and material movement records, ensure upkeep of accounting, regulatory &amp; compliance requirements.</li><li>• Create and maintain marketing materials including leaflets, posters, flyers, newsletters, e-newsletters brochures, videos and other marketing collaterals.</li><li>• Ensure that the IT systems (hardware &amp; software) – Network, Internet, CCTV, Bio-Metric etc. are available to ensure smooth operations.</li><li>• Ensure smooth day-to-day overall functioning by coordinating with staff/vendors for seamless operations.</li><li>• To undertake all the official matters as and when assigned by the respective authorities.</li></ul>



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**How to Apply:** The eligible candidates can apply online using the following link:

<b>Application Form Link</b>	<a href="https://forms.gle/tfepesx6ChxfDoQF8">https://forms.gle/tfepesx6ChxfDoQF8</a>
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### Selection process:

- The prescribed essential qualifications are the bare minimum and the mere possession of the same does not entitle candidates to be called for interview. The Screening Committee will adopt its own criteria for short-listing the candidates based on academic performance and experience of the candidates. The candidates should therefore mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents.
- Shortlisted candidates shall then be invited for a personal interview by an empowered Selection Committee.
- A formal employment offer shall only be awarded to the selected applicants upon mutual understanding of joining date and strategic outlook of the selected candidate.
- The decision of the Selection Committee shall be the final in all matters related to this selection and final recruitment.

For any clarifications, please contact us on email: [cied@iust.ac.in](mailto:cied@iust.ac.in)