



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: 040-24599331/040-29884838
www.nutrihubiimr.com and www.millet.res.in



DETAILED NOTIFICATION

Eligible and interested candidates are invited for a walk-in-interviews to be held at Conference Hall, Nutrihub, ICAR – Indian Institute of Millets Research, Rajendranagar, Hyderabad for recruitment of the following positions as per the details given below.

Date of Interview: 02-05-2023, Time: 09:00 AM onwards

	Post - 1	Business Manager (Chief) -1 Position
	Emoluments (per month)	Rs 1.25 Lakh/ month (Consolidated)
	Project Till	March 2024 (Likely to be extended)
1.	Qualification: 1. Master's degree: MBA/ PGDM/ M. Tech or Equivalent Master Degree in Agri-Business/ Finance/ Marketing/ Agri-Marketing/ Agri-Economics/ Economics/ Technology Commercialization/ Food Technology/ Biotechnology/ Entrepreneurship / International Business Relations (and allied fields) from a Recognized Institute. 2. Must be having relevant experience of 5-7 years . Exposure in Supporting Incubation Assessment, Evaluation of Projects, Startup's ideas and with experience in startup ecosystem preferred. Those who are exposed in Government sector, Startup India, AIC, MEIT, DST, National Innovation Foundation and any other premier institutes dealing with Incubation, startups will be preferable.	
	Roles and responsibilities: 1. Operations & Administration: <ul style="list-style-type: none"> Coordinating with the management in helping in setup and maintenance of TBI for a strong Incubation program. To plan and organize Incubation services, conduct of various feasibility studies and market research, coordinating in Technology transfer with the concerned team, helping incubatees to get financial assistance. Monitoring day-to-day operations/activities of the Nutrihub. Handling all HR activities and implementing guidelines for ensuring discipline and smooth function of the institute. Handling the recruitment activities. Ensuring that, Nutrihub has the space, technology and other tools for smooth operations., making sure that the team has skills needed to perform the various jobs as required, and providing ongoing staff development to enhance their performances. Able to organize regular board meetings and AGMs and prepare presentations accordingly and shall present them during the meetings if needed. Working with students, Faculty and Management to ensure entrepreneurship and innovation may become an integral part of Nutrihub's ecosystem. Documentation: Preparation of external funded project proposals for sustainability Report: Able to write Annual progress reports and any other reports as per the requirement such as event reports etc. 2. Revenue Generation: <ul style="list-style-type: none"> Shall develop various incubation programs and business incubation services for Nutrihub to generate income for its own sustainability. Nutrihub is a Section-8 (not for profit) company and is eligible for raising resources 	

	<p>(Cash & Non-cash) through donations, CSR of corporate, Govt. schemes, Subsidies etc. being the leader, developing models for project finance /CSR and other funding and create network and maintains long-term relationships with key donors and potential donors.</p> <ul style="list-style-type: none"> Should keep track of the fund allocation and report project progress to CEO/Director on time (as and when required). <p>3. Networking and community development:</p> <ul style="list-style-type: none"> Collaborating with various stakeholders in the value-chain to increase and maintain the visibility of Nutrihub, Attending Entrepreneurial events, conduct competitive events, participate as judge in investment pitches, evaluate business plans, mentor prospective entrepreneurs, tie-up with various venture capitalist, investment groups and institutions and building the business muscle of entrepreneurs under the Nutrihub and attract new entrepreneurs from new segments and to convert them into business development activities for the Nutrihub for revenue generation. <p>4. Communication and media:</p> <ul style="list-style-type: none"> Communicating the vision, mission, goals, and objectives of Nutrihub and should come out with online and offline collaterals for different contexts including website and social media content. Preparing of annual and quarterly reports, newsletters, fund-raising letters and event flyers, press releases and other marketing and advertising materials time to time. <p>5. Incubatees' promotions and services:</p> <ul style="list-style-type: none"> Helping the incubatees to develop multiple kinds of capital ex: financial, customer satisfaction, intellectual property, compliance, and is expected to promote incubatees in various forums through the network they establish. This can be in supporting in distribution network, participate in exhibition, sensitizing them on the brand value, conduct training and development programs to enhance their ability to promote and network, define deliverables, their timelines and monitor progress of startups. As part of IYM #2023, the candidate should have good exposure to international millet market, able to liaison with international partners for possible collaborations. <p>6. Preparation for interview: <i>Candidates have to prepare a vision document in brief on "Sustainable plan for Revenue Generation of NUTRIHUB" for the next five years. This should be prepared for discussion with the panel (Power point presentation). <u>And has to be sent along with CV</u></i></p>
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2.	Name of the post	Assistant Business Manager (General Manager)
	Project	RKVY-RAFTAAR
	Emoluments	Rs.70,000/- (Consolidated)
	Project till	March 2024 (likely to be extended)
	<p>Eligibility: Essential Qualifications: MBA/ M.Tech/ PGDM/ Equivalent Master Degree in Agri-Business/ Finance/ Marketing/ Agri Marketing/ Agri Economics/ Economics/ Technology Commercialization/ Food Technology/ Entrepreneurship and allied fields from Recognized Institute/ University (and allied fields). Desirable Qualifications: 1. Track record of running programs and managing people, 2. Ability to analyze businesses and their potential growth, 3. Experience with Startup Ecosystem or been a founder or initial employees of startup gets extra points 4. Prior experience at incubators or investment firms will be preferred, 5. Skills in research, documentation and proficiency in English is an added advantage 6. Competence in working with multidimensional & multicultural environment is desirable</p>	

Experience: At least 2-3 years in Technology Commercialization, Supported Incubators, Assessment, Evaluation of Projects Startups and with experience in sharp ecosystem, and Entrepreneurial nature & industry/ Incubation experience (Agri/ Food sector preferred).

Key Responsibilities:

- Coordinating with Executive Management in helping setup infrastructure, process and program for a strong Incubation offering.
- Attract, Identify and select potential incubates/ startups for the incubation program and able to design and execute programs for nurturing startups.
- Able to 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.
- Plan & implement for ongoing events around Startups to make IIMR a hub for startups
- Should gather data from internal and external resources, compile them and present them CEO.
- 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.
- Should be able to 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.
- Should be able to organize Board meetings and make presentations to clientele/ stakeholders covered with respect to strategic plans & revenue generation plans for sustainability of incubator.
- In addition, assist the CEO with the duties assigned from time to time.
- Operations at Nutrihub: Candidate should be able to handle all operational related activities & looking after the general maintenance. Should be able to analyse and improve organizational process and workflow, employee space requirements, equipment layout, implementing changes on need basis.

Preparation for interview:

Candidates may come prepared with a vision document in brief. It should have a definite revenue generation plan for Nutrihub for the next five years. This should be prepared for discussion with the panel.

Terms & Conditions:

1. The above posts are purely temporary and on contractual basis till **expiry of the project**.
2. For the posts of Business Manager the age limit for both men and women is 50 yrs. and for Assistant Business Manager the age limit is 45 yrs. for both men and women. (Age relaxation of 5 years is allowed for exceptional cases)
3. The candidates shall send filled in Applications 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 to the below given mail id.
4. Candidates have to produce all the Original Certificates at the time of interview for verifications.
5. No TA/DA will be paid for attending the interview.
6. Report for registration from 09:00 AM on the date of interview, candidate need to wait till they are called/allowed to the meeting for the interview as per the list.
7. The decision of the Director, ICAR-IIMR, Director, Nutrihub is final and binding in all respects.
8. The selected candidates shall not claim for regular appointment/absorption in ICAR-IIMR, Hyderabad or funding agency at the end of the project.
9. Canvassing in any form will lead to cancellation of candidature.
10. The selected candidate may have to join immediately.
11. For further details/updates/modifications visit <https://millets.res.in/ad.php>; www.nutrihubiimr.com/careers regularly.
12. Nutrihub/ICAR-IIMR reserves the right to alter/ Change/ Cancel this Advertisement/ Recruitment without assigning any reason at any stage of recruitment process.
13. **Interested and eligible candidates may also send their application form (attached), CV along with qualifications and experience certificates scanned copies as a single pdf to dayakar@millets.res.in .**

Sd/- Director

PROFORMA

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

Project: _____

Latest passport size
photo

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