



Appointment of Manager for NITJ Technology Business Incubator

NITJ Technology Business Incubator (NITJ TBI), that has been set up at Dr B R Ambedkar National Institute of Technology Jalandhar with the support from Department of Science and Technology, invites applications for appointment of following staff on Temporary/Contract basis.

Designation	Monthly Salary (Fixed)
TBI Manager	Rs 40,000/-

The appointment shall be initially for a period of 6 months that will be further extended if the performance is found to be satisfactory. Applications can be emailed to ceo.tbi@nitj.ac.in and should include as attachment the biodata along with all supporting documents/certificates.

Last date for receiving application is **December 12, 2021**.

For any further query, you can contact
Mr Shibananda Dash, *Chief Executive Officer-NITJ TBI*
Mobile: 8279871261
Whatsapp: 8393911559

The descriptions of job position viz. education, experience, responsibilities, requirements, eligibility etc. are as follows:

Essential Education and Experience
<ul style="list-style-type: none">• BA/MA in English, Masters in Communication, Masters in Journalism, or related fields• Prior experience in writing proposals and drafts or content writing• Should be good at English Grammar
Desirable
<ul style="list-style-type: none">• At least two years of experience in the corporate world• Have organized events and fests earlier• Have host events in the past and can address an audience• Shown leadership qualities at times
Required Knowledge/skills
<ul style="list-style-type: none">• Writing skills• English Grammar

- Verbal communications
- Project management

Job Duties and Responsibilities

TBI Manager will be responsible for day-to-day operations of the incubator. This would be inclusive of the following:

- Be the key point of contact for all incubatee queries
- Organize/coordinate various workshops/events/seminars in TBI
- Prepare all required reports and maintain a comprehensive set of records of all activities in TBI
- Facilities Management
- Any other activities which requires the Manager's involvement

In case of deserving candidates, some of the conditions may be relaxed
