

## **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 TBI Manager on Temporary/Contract basis. The details of the TBI Manager position are -

<b>Sr No</b>	<b>Designation</b>	<b>Monthly Salary (Fixed)</b>
1.	TBI Manager	Rs 40,000/-

The appointment shall be initially for a period of 6 months that can be further extended if the performance is found to be satisfactory.

Applications can be emailed to tbi@nitj.ac.in, clearly mentioning the position applied for in the subject of mail. The application should include the following files as attachment

- Biodata along with all supporting documents/certificates.

Last date for receiving application is **September 20, 2021**.

For any query, you can contact –

NITJ TBI Office +91-9882979174 or

NITJ TBI Co-Coordinator Dr Sukwinder Singh at +91-8174802076.

The descriptions for various job positions above viz. education, experience, responsibilities, requirements, eligibility etc. are as follows:

<b>TBI Manager</b>
<p><b><i>Job Duties and Responsibilities</i></b></p> <p>TBI Manager will be responsible for day-to-day operations of the incubator. This would be inclusive of the following:</p> <ul style="list-style-type: none"><li>• Be the key point of contact for all incubatee queries</li><li>• Organize/coordinate various workshops/events/seminars in TBI</li><li>• Prepare all required reports and maintain a comprehensive set of records of all activities in TBI</li><li>• Facilities Management (Services &amp; Maintenance), Internet Services, Wi-Fi Services, Common Equipment/Facilities Usage Monitoring etc.</li><li>• Any other activities which requires the Manager's involvement.</li></ul>
<p><b><i>Requirements</i></b></p> <p>Knowledge of</p> <ul style="list-style-type: none"><li>• Business incubation programs</li></ul>

- Public relations
- Program coordination
- Accounting
- Facilities Management
- Administration

***Education and Experience***

Bachelor's/Master's degree from Government recognized Board/University with 3-4 years of related experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

***Salary***

Rs 40000/- per month (fixed)

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

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