


VIGNAN'S

Foundation for Science, Technology & Research

(Deemed to be UNIVERSITY)

-Est. u/s 3 of UGC Act 1956



RECRUITMENT FOR THE POSITION OF INCUBATION ASSOCIATE FOR TECHNOLOGY BUSINESS INCUBATOR (TBI), VFSTR TBI COUNCIL

at **Vignan's Foundation for Science, Technology and Research**
(VFSTR, Deemed to be University), Vadlamudi, Guntur 522 213, Andhra Pradesh, INDIA.

Scope of the Position: The Incubation Associate will be responsible for day-to-day activities and overall coordination at the incubator. He/She will be responsible for the general management of the incubator, coordination among different stakeholders of the incubator.

The primary (but not limited to) responsibilities of the INCUBATION ASSOCIATE include:

- ❖ Management of stakeholders, including the TBI team and facilities.
- ❖ Organizing /coordinating various events/workshops seminars.
- ❖ Ensuring branding and social media presence.
- ❖ Networking with potential investors, incubates and companies.
- ❖ Finding and engaging suitable entrepreneurs and start-ups.
- ❖ Aiding in the commercialization of ideas into products and intellectual property.
- ❖ Serving as the central point of contact for all queries related to TBI and its activities.
- ❖ Preparation and maintenance of a comprehensive set of records of all activities in TBI.

Location of Posting: TECHNOLOGY BUSINESS INCUBATOR (TBI) at Vignan's Foundation for Science, Technology and Research (VFSTR, Deemed to be University), Vadlamudi, Guntur 522 213, AP, INDIA.

No. of Posts: 2 (Contractual).

Eligibility Criteria:

- ❖ Awareness and experience in a startup enablement ecosystem is preferred.
- ❖ Bachelor's Degree in any discipline from a reputed academic institute.
- ❖ A Master's Degree (in Business Administration or allied field) from a good academic institute is preferred but not essential.
- ❖ Knowledge in document preparation using MS Excel and MS Office is a must.
- ❖ Knowledge of written and communicative English is essential.

Compensation : Remuneration (consolidated) of INR 30,000 per month (all inclusive) for the three years of service is allocated.

Term of Contract : The contract will be for three years and may be renewed yearly based on review at the end of each year.

How to Apply : Candidates meeting the above eligibility requirements may email their resume to vfstrtbi@vignan.ac.in

Selection process :

- The short-listed candidates, at the time of interview, must bring all supporting documentation in original for verification and one set of duly self-attested photocopies of those documents.
- PREFERENCE WILL BE GIVEN TO THE CANDIDATES WHO ARE WILLING TO JOIN IMMEDIATELY.

Last date for receiving applications: 27th February 2023.