TECHNOLOGY BUSINESS INCUBATOR at CSIR-Indian Institute Of Integrative Medicine
Canal Road, Jammu – 190001 (UT of J&K)

ADVERTISEMENT NO. TBI/BN-01//2024
(WALK-IN INTERVIEW)

Applications are invited from eligible and interested candidates to work under a Project at **IIIM-TECHNOLOGY BUSINESS INCUBATOR (TBI)** under the **"Bio-NEST Project of BIRAC, DBT"**. Responsibilities include managing the incubator and supporting start-ups and entrepreneurship at CSIR-IIIM, Jammu. The following positions shall be filled up through walk-in interview:

Position Code	Name & No. of Position(s)	Essential Qualification(s)	Desirable Qualification(s)	Upper Age Limit	Monthly Emoluments (₹)
BN-01	**Business Manager** [01 Position]	i) Masters in Science or B.E./B.Tech with at least 55 % marks **and** ii) At least 2 year of experience with start-ups and entrepreneurship development or scientific research experience with content writing, Compilation of scientific findings, Public relations, develops relationships with industries/ University/ Govt. Bodies with Sufficient Knowledge of Computer Operations particularly in MS Office.	Preferably MBA / PhD with scientific knowledge of Life Sciences driven techniques, hands-on experience with instruments, and proven training/ experience in running and maintaining them.	35 years	₹50,000/- (Consolidated)
BN-02	**Accountant** [01 Position]	i) Graduate in commerce **and** ii) 2 years of proven experience in finance and accounting, ledger entries, bill payments, cash book maintenance, PFMS and other financial works allied thereto.	One year experience with Chartered Accountant/Cost & Management accountant/Company Secretary, Masters in Business Administration (Finance)/ Masters in Economics/ Commerce	35 years	₹30,000/- (Consolidated)
BN-03	**Project Assistant-II** [01 Position]	B.E./B.Tech from a recognized University or equivalent with atleast 55% marks	Sufficient knowledge of computer operations, particularly in MS Office, Power Point and Office Management Software.	30 years	₹20,000/- (Consolidated)

IMPORTANT INSTRUCTIONS

1. The positions are purely temporary and co-terminus with the project. The engagements shall be initially for a period of one year or till the project duration, whichever is earlier. The engagements shall be extend-able on yearly basis subject to performance review and project duration. The duration of the project is up to **31.07.2025**.

2. Age will be reckoned as on the date of the Interview. Age relaxation for SC/ST/OBC/PWD candidates as per Project provisions. Candidates belonging to these categories should bring the certificates in the prescribed format issued by the appropriate authority as per the latest instructions issued on the subject.

3. Age relaxation for Widows, Divorced Women, and Women Judicially separated from Husbands who have not remarried since, as per Project provisions.

4. The walk-in interview shall be held on **12.08.2024** from **09:30 AM onwards** at **Board Room, CSIR-IIIM, Canal Road, Jammu.**

5. **All the candidates are advised to download the application form attached with the advertisement and send a duly filled-in scanned copy in PDF format to iiim.tbi@iiim.res.in by or before 05:00 PM on 11.08.2024. Any application received after the scheduled date and time shall not be entertained for walk-in interview.**

6. **The applicants (who have applied within stipulated date and time) must bring duly filled-in application form along with certificates in original as well as self-attested photocopies on the date of walk-in interview.**

7. In case a large number of candidates turn up for walk-in interview, the Screening Committee may re-visit the screening criteria and short-list the candidates for walk-in interview in proportion to the available vacancies.

8. Candidate has the option to interact in English/Hindi before the Selection Committee.
9. In case the final certificates reflect CGPA/SGPA/OGPA Grades, the candidate should convert the same into an equivalent percentage as per the approved formula of the University in the Application Form, and a copy of such conversion must be attached along with the application form.
10. To avoid any inconvenience, only those candidates who strictly fulfil the eligibility criteria and possess the degrees/mark sheets in the subjects above should apply for the interview.
11. Upon selection/empanelment, the original documents, including eligibility qualification, DOB, caste, and age relaxation certificate, will be verified; if any discrepancy is found, the selection/empanelment shall stand cancelled.
12. No TA/DA will be paid for attending the walk-in interview.

INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.

For any queries, please email: IIIM-TBI [iiim.tbi@iiim.res.in]

Coordinator, IIIM-TBI

APPLICATION FORM
ADVERTISEMENT NO. TBI/BN-01/2024

Affix recent passport sized photograph signed across in full

To be filled in by the candidate in his/her own handwriting. All the columns should be properly filled in. Incomplete application form will be rejected summarily.

1. **Position Code & Name of Position** : _____

2. **Name of the Candidate (in Block Letters)** : _____

3. **Gender** : _____

4. **Religion** : _____

5. **Father's Name** : _____

7. **Date of Birth** : _____

8. **Age as on 12.08.2024** : ___Years ____ Months ____Days

9. **Correspondence Address** : _____
   _____

10. **Permanent Address** : _____
    _____

11. **Email Id** : _____

12. **Mobile No.** : _____

13. **Category (Attach self-attested certificate in support of claim)** : Gen ☐ SC ☐ ST ☐ OBC ☐

14. **Whether Physically Handicapped?** : _____

15. **Whether any close relative is employed in IIIM/CSIR or any of its National Lab/Institute?** : _____

16. **Details of Educational Qualifications:**

Qualification (10th onwards)	Examination Name	Board/University	Passing Year	Percentage	Division

17. Experience Details:

Name & Address of Employer	Post Held	Pay Scale	Date (from)	Date (to)	Nature of Duties Performed

18. **Any other relevant information:**

_____

_____

Declaration: I _____ hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action initiated against me.

Date: _____

Place: _____

_____
Candidate's Signature

_____
Full Name