

**RAJMATA VIJAYARAJE SCINDIA AGRIBUSINESS  
INCUBATION CENTRE  
RajmataVijayarajeScindiaKrishiVishwaVidyalaya,  
Gwalior (M. P.) – 474002.  
des@rvskvv.net**

**RECRUITMENT NOTICE**

Established in the state of Madhya Pradesh which has received, "Krishi Karman" award for consecutively 5 years, the journey of RajmataVijayarajeScindiaKrishiVishwaVidyalaya (RVSKVV), Gwalior over the last ten years has been fully dedicated to agriculture and allied services, extension services, mentoring agricultural students, agri businesses, farmers in state and marginalised communities and women to take up leadership position in agri ventures in the Country. While the University has a unique socio-economic position in the country, we believe that a time has come to establish a world class start-up ecosystem to promote entrepreneurship among youth in general and women in particular.

***To achieve this objective, the University has evolved a unique Agri-entrepreneurship program to utilise agrarian systems & structures, utilise indigenous and global scientific knowledge and technologies to nurture highly scalable Ag-Tech entrepreneurs in the Country.***

While emphasizing the need for RVSKVV style experience-based comprehensive education more than ever before, new world order brought about by globalisation and liberalisation of economy and the emphasis on 'Make in India' and 'Start up India' have revolutionised the knowledge assimilation and its utilisation for the betterment of mankind necessitating paradigm shifts in certain aspects. The University which has been responsive to socio-economic needs of farmers and Agri practitioners, the cradle of many innovative ideas in agriculture research and education, has been in the process of re-inventing and re-defining itself for the next 10-15 years and beyond.

***It is in this backdrop that the University is overjoyed for establishing ABI which will facilitate the institution in bringing out the next round of agri-innovations and promoting incubation.***

Positions, to be based at Gwalior:

- Chief Executive Officer (1) [Rs.1.50 lakh permonth]
- Business Incubator Manager (1) [Rs.0.70 lakh permonth]
- Marketing Manager – (1) [Rs.0.50 lakh permonth]
- Customer Care Manager/ Accounts Officer/ C. A. – (1) [Rs.0.28 lakh permonth]
- Mentors (2) [Rs.0.28 lakh permonth]
- Support Staff (1) [Rs.0.30 lakh permonth]
- Laboratory Technician (1) [Rs.0.18 lakh permonth]
- Helpers (2) [Rs.0.11 lakh permonth]

Above positions are for Full-time work and on a contractual basis co-terminus with the project, directly employed with the incubator. All positions are initially based at Gwalior, with a probation period of 6 months for every staff. For remuneration and eligibility criteria, please refer to university website <http://www.rvskvv.net> for more information. Interested candidates must apply on or before **November 28, 2020** by hard copy through registered post or in person to Director Extension Services, RajmataVijayarajeScindiaKrishiVishwaVidyalaya, Behind LNIPE, Gwalior (M. P.) – 474002. and also email to [rabi@rvskvv.net](mailto:rabi@rvskvv.net).

*28/11/2020*  
**Director Extension Services**  
**DES-RVSKVV, Gwalior (M.P.)**



## TERMS AND CONDITIONS

Applications must be sent through registered post or in person and also emailed to [torabi@rvskvv.net](mailto:torabi@rvskvv.net). The post applied for must be CLEARLY mentioned in the subject line of the email as "Application for the post of ..... in RVSKVV for RABI":

- 1) The minimum age as of last date of closing application should be at least 21 years and maximum must not be more than 45 years for any of the positions.
- 2) The selection and appointment will be made by a Screening Committee constituted by the Incubator for this purpose. Based on the number of candidates; some of the junior level positions may have a two-stage selection process – the first stage would be a written exam and the second stage will be the interview. Only shortlisted candidates for any of the positions will be intimated through email for attending an interview for final selection.
- 3) The age limit, qualifications, experience and other requirements may be relaxed at the discretion of the Screening Committee, in case of candidate/s otherwise well qualified for a specific position.
- 4) The appointment will be initially for a period of one year which may be extended based on a satisfactory performance evaluation at the end of the first year. Performance based renewal may be made up to 4 years or till extension/ termination of the project, whichever is earlier. The positions are presently under project mode and will be co-terminus with the project.
- 5) The salary may be increased or decreased as per the guidelines of the funding agency and the decision taken by RABI/ RVSKVV, Gwalior.
- 6) Candidates are required to enclose self-attested copies of all the testimonials in support of their qualifications & experience failing which their candidature is liable to be rejected outright. All educational, professional and technical qualifications should be from a recognized Board / University and the original certificates should be produced at the time of interview, if shortlisted.
- 7) Persons working in Govt. or Public Sector Undertaking and willing to work on deputation should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
- 8) Travel to and for the interview will be at the own cost of the candidate and no reimbursement/s will be made.
- 9) Canvassing in any form will be a disqualification.
- 10) Mere fulfillment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Only the candidates short listed by a duly constituted Screening Committee will be called for interview. In case a large number of applications are received for the post, the Screening Committee may limit the number of candidates to those possessing higher qualification or alternatively may arrange written screening test for short-listing the candidates. The decision of the Committee in this regard will be final. No interim inquiries in this regard will be entertained.
- 11) The Rajmata Vijayaraje Scindia Agribusiness Incubator is an, 'equal opportunity' employer and does not discriminate on the basis of caste, creed, age, gender, language, geographies, etc. Women are especially encouraged to apply for various vacancy positions.

SV Padhy  
2-9-2020



**Job description for position of Chief Executive Officer**

Title	<b>Chief Executive Officer</b>
Essential educational Qualifications	M.Tech/ MBA/ PGDM/ Equivalent Master degree in agribusiness/ marketing/ agri-marketing/ technology commercialization/ entrepreneurship preferably from the premium institutes i.e. IIM, IIT, MANAGE, IRMA
Essential experience	Should be having an experience of atleast 05 years in technology commercialisation; supported incubators valuation of technologies, development of business plans, preparation of detailed project reports for startups, assessment and evaluation of project startups and mentored at least 5-10 startup companies.
Desirable qualifications	<ul style="list-style-type: none"><li>• 10 Years working experience in projects of similar nature andscale; related to entrepreneurship/ incubation in India or abroad.</li><li>• KnowledgeofHindi and Englishlanguagesandunderstandingofthecultureand traditions of India.</li><li>• Experience in the development of successful in Agribusiness Incubator Center</li><li>• Balanced approach towards dealing with people with diversebackground</li><li>• Physically fit and willingness to travel in the rural hinterland if needarises</li></ul>
Job profile	<ul style="list-style-type: none"><li>• Assessment and evaluation of projectstartups</li><li>• Oversee technology commercialisation for the startups in theincubator</li><li>• Networking with relevant stakeholders for bringing in entrepreneurs of relevance to the incubator and help in their "go-to-market"activities.</li><li>• Plan, schedule and manage various events for and with incubator stakeholders</li><li>• All other related activities of the Incubator.</li></ul>
Remuneration and other facilities	Consolidated fixed salary of Rs.1.50 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting is inGwalior (M. P.)

*Signature*  
28-9-2020



## Job description for position of Business Incubator Manager

Title	<b>Business Incubator Manager</b>
Essential educational Qualifications	Post graduate degree in administration/ management / agribusiness/ entrepreneurship from a UGC recognized University.
Essential experience	Candidate should have an experience of a minimum of 5 years in the field of HR, recruitments, postings, service rules, project costing, accounting, revenue generation, fixing of service charges, raising invoices, and statutory compliances of Government of India rules, and hands-on experience in most of areas identified in the job description
Desirable qualifications	<ul style="list-style-type: none"> <li>• Working experience in projects of similar nature and scale</li> <li>• Knowledge of Hindi and English languages and understanding of the culture and traditions of India.</li> </ul>
Job profile	<ul style="list-style-type: none"> <li>• Business development activities of the incubator</li> <li>• Preparation of detailed project reports for startups</li> <li>• Valuation of technologies</li> <li>• Assessment and evaluation of ideas and project plans/pitch</li> <li>• Networking with relevant stakeholders for bringing in entrepreneurs of relevance to the incubator and help in their "go-to-market" activities.</li> </ul> <p>Plan, schedule and manage various events for and with incubator stakeholders for development of the incubator</p> <p><b>Admin and finance management</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Manager-Marketing as well as the CEO of the incubator towards development of the HR plans of the incubator.</li> <li>• Contribute to the formulation and dissemination of annual plans, monitor their implementation and make appropriate changes within areas of responsibility.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Day-to-day finance management of the incubator; fulfilling all the relevant statutory rules governing the functioning of a Section 8 company.</li> <li>• Oversee budgetary management and the preparation of accounts and financial reports</li> <li>• Development of financial policies and procedures to ensure effective management of the incubator</li> <li>• Manage contracts, tendering arrangements and ongoing relationships with various supply and procurement stakeholders</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Support the Incubator Manager in effective and efficient servicing of meetings of the Board, its Committees and other associated groups, events, etc</li> <li>• Co-ordinate working groups and / or committees to ensure effective outcomes in line with the agreed objectives and resources.</li> </ul> <p><b>Administration Management</b></p> <ul style="list-style-type: none"> <li>• Provide supportive and effective leadership to the management staff</li> <li>• Ensure that the recruitment, management, training, development and appraisal of staff is undertaken effectively within areas of responsibility</li> <li>• Ensure that current employment, equal opportunities and health and safety legislation, together with good practice, are consistently applied.</li> <li>• Any other duties as may be assigned by Management within the context of the contract of employment etc. Priorities may vary from time to time.</li> </ul>
Remuneration and other facilities	Consolidated fixed salary of Rs 0.70 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting is in Gwalior (M. P.).



**Job description for position of Marketing Manager**

Title	<b>Marketing Manager</b>
Essential educational Qualifications	MBA/ PGDM/ equivalent Master degree in ICT/ Marketing, Communications/ Agri Marketing, from UGC recognised Institute/ University.
Essential experience	Minimum 5 years of experience in Marketing and Communications, Promotional campaigns of large projects, Marketing and communication network management, social media and content distribution campaigns keeping a close eye of the performance metrics and related budgets
Desirable qualifications	Work experience in rural marketing, marketing channel- partner relationship management, awareness campaigns to promote agri-projects, agri-incubation/ startups
Job profile	<ul style="list-style-type: none"> <li>• Demand assessment of production and capacity to generate market intelligence reports.</li> <li>• Contributing to developing and executing marketing strategy and plans for the incubator</li> <li>• Providing the support services for branding and market linkages for startups</li> <li>• Daily management of marketing channels, executing paid, social media and content distribution campaigns keeping a close eye of the performance metrics and related budgets.</li> <li>• Bring new ideas and support both inbound and outbound lead generation campaigns, events, boot camps, etc</li> <li>• Actively support development, production and management of marketing collaterals and its content development</li> <li>• External Communications related to the Incubator activities</li> <li>• All other related activities of the Incubator</li> </ul>
Remuneration and other facilities	Consolidated fixed salary of Rs.0.50 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting is in Gwalior (M.P.).

  
 28-9-2020  
 DIRECTOR EXTENSION SERVICES  
 DES-RVSKVV, Gwalior (M.P.)



**Job description for position of Customer Care Manager/ Accounts Officer/ C. A.**

Title	<b>Customer Care Manager/ Accounts Officer/ C. A.</b>
Essential educational Qualifications	MBA/ PGDM/ Equivalent Masters degree in Finance from UGC recognised institute/ universities
Essential experience	Minimum experience of 5 years in developing business plans, assessment and evaluation of financial plans of startups/ entrepreneurs and well conversant in financial compliances and related matters/ Knowledge of Computer Science with good communication skills.
Desirable qualifications	<ul style="list-style-type: none"><li>• ICMA/CAIIB</li><li>• Working experience in projects of similar nature and scale</li><li>• Knowledge and understanding of the culture and traditions of India</li><li>• Diploma in Corporate relation/ Industrial relation/ allied fields</li></ul>
Job profile	<ul style="list-style-type: none"><li>• Work closely with the CEO as well as Marketing Manager of the incubator towards development of the main objectives of the incubator.</li><li>• Contribute to the formulation of annual financial plans, monitor their implementation and make appropriate changes within areas of responsibility.</li><li>• Finance management of the incubator; fulfilling all the relevant statutory rules governing the functioning of a Section 8 company.</li><li>• Oversee budgetary management and the preparation of accounts and financial reports</li><li>• Development of financial policies and procedures to ensure effective management of the incubator</li><li>• Manage contracts, tendering arrangements and ongoing relationships with various supply and procurement stakeholders</li><li>• Any other duties as may be assigned by management within the context of the contract of employment. Priorities may vary from time to time.</li></ul>
Remuneration and other facilities	Consolidated fixed salary of Rs.0.28 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting is in Gwalior (M. P.).

  
28-9-2020  
DIRECTOR EXTENSION SERVICES  
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### Job description for position of Mentor

Title	Mentor
Essential educational Qualifications	Masters' degree in agribusiness/ licensing/ technology transfer/ commercialization or similar specialisation, preferably with an additional certification or degree in IPR
Essential experience	Mentoring/ Commercialisation/ Technology transfer work experience of Incubation of over 3 years
Desirable qualifications	<p>Work experience in the field of agriculture and allied – agricultural technologies, food technology, textiles and relevant rural sectors – both on-farm and off-farm sectors</p> <p>Successfully demonstrated work in the area of product/ technology transfer or commercialisation.</p>
Job profile	<ul style="list-style-type: none"> <li>• The candidate should assist in the identification, evaluation, protection, marketing, and licensing of the incubatees' technology.</li> <li>• The Mentor should assist in developing, marketing and promotion of the various technologies of the Incubator, and its mission to advance innovation by serving faculty, supporting the research enterprise, and partnering with entrepreneurs and businesses to commercialize inventions that enhance the economy and benefit the public.</li> <li>• Conducts initial reviews for patentability / marketability. Works with RVSKVV faculty/inventors, other staff, patent attorneys/lawyers, and consultants to further evaluate the commercialization potential of the incubatees' technology.</li> <li>• Develop and implement a marketing plan for RVSKVV intellectual property. Create non-confidential promotional materials for technologies / capabilities / research expertise / etc, for dissemination to various potential collaborators and partners.</li> <li>• Demonstrated abilities in conduct of feasibility studies, market analysis</li> <li>• Experience of working with startups, record their progress and develop case studies.</li> <li>• Develop and maintain strong working relationships with departments, colleges, research centres, autonomous institutions including academic and financial.</li> <li>• Review Confidentiality Agreements (CAs), Non-Disclosure Agreements (NDAs) Material Transfer Agreements (MTAs), and other documents associated with technology transfer activities.</li> <li>• Finalise all license documentation as necessary to be in compliance with various GoI laws and regulations as well as relevant policies.</li> <li>• Contributing to developing content and material for executing marketing strategy and plans of the incubator</li> <li>• All other mentoring related activities.</li> </ul>
Remuneration and other facilities	Consolidated fixed salary of Rs.0.28 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting is in Gwalior (M. P.).

*ASVPadhya*  
98-9-2020



### Job description for position of Support Staff

Title	<b>Support Staff</b>
Essential educational Qualifications	Bachelor's degree – any specialisation
Essential experience	<ul style="list-style-type: none"><li>• Minimum three years administrative work experience in a reputed organization</li><li>• Sound knowledge of computer</li></ul>
Desirable qualifications	<ul style="list-style-type: none"><li>• Fluency in Hindi and English</li><li>• Ability to work with people from diverse backgrounds</li><li>• Good communication skills and pleasing personality</li><li>• Experience of working at Incubator shall be an advantage</li></ul>
Job profile	<ol style="list-style-type: none"><li>1) Public relations</li><li>2) Maintaining the database as per the internal templates of the organisation.</li><li>3) Administrative work relating to day-to-day office operations</li><li>4) Handling incoming visitors as well as communications/calls</li><li>5) All other supporting related works, as per instructions of the management.</li></ol>
Remuneration and other facilities	Consolidated fixed salary of Rs.0.30 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting is in Gwalior (M. P.).

*SCP/Padhye*  
*28-9-2020*  
DIRECTOR EXTENSION SERVICES  
DES-RVSKVV, Gwalior (M.P.)



**Job description for position of Laboratory Technician**

Title	<b>Laboratory Technician</b>
Essential educational Qualifications	Diploma from recognised State Technical Board/ institution – specialisation in plant operation / mechanical trades.
Essential experience	Atleastthree years of work experience of maintenance & processing / production plans in Agriprocessingor allied agri or similar domains
Desirable qualifications	<ul style="list-style-type: none"><li>• Demonstrated ability to perform field level work includingtesting, repairing and maintenance</li><li>• Sound understanding of instruments and equipment used in set up ofsimilar nature ofwork</li></ul>
Job profile	<ol style="list-style-type: none"><li>1. Operate and maintain pilot production units and testinglaboratories</li><li>2. Operate a variety of industrial grade food production equipment, fruit and vegetables, spices etc. processing unitsincluding mixers, pumps, blenders, formers, tunnel freezers and packagers,etc.</li><li>3. Assemble tooling for packagingequipment.</li><li>4. Use scales, pumps and pipettes to weigh out raw ingredients for various products.</li><li>5. Ensure accuracy on all processtdocumentation.</li><li>6. Ensure all processes adhere to respective safetystandards</li><li>7. Perform pre- and post-operation cleaningprocedures</li><li>8. Overall maintenance of fruits &amp; vegetables plants and packaging units</li></ol>
Remuneration and other facilities	Consolidated fixed salary of Rs.0.18 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting is in Gwalior (M. P.).

*AS Padhy*  
*28-9-2020*  
DIRECTOR EXTENSION SERVICES  
DES-RVSKVV, Gwalior (M.P.)



**Job description for position of Helper**

Title	<b>Helper</b>
Essential educational Qualifications	Intermediate with good grades from a recognized Board
Essential experience	<ul style="list-style-type: none"><li>• Experience in managing reception desk operations</li><li>• Sound knowledge in the computer literacy</li></ul>
Desirable qualifications	<ul style="list-style-type: none"><li>• Fluency in Hindi and English</li><li>• Ability to work with people from diverse backgrounds</li><li>• Good communication skills and pleasing personality</li><li>• Experience of working at Incubator shall be an advantage</li></ul>
Job profile	<ol style="list-style-type: none"><li>1) Help in maintaining the database as per the internal templates of the organisation.</li><li>2) Help in work relating to day-to-day office and operations of the Incubator.</li><li>3) Handling incoming visitors as well as communications/calls</li><li>4) Help in all other activities of the Incubator, as per need and instructions by the management.</li><li>5) Managing Reception desk operations</li></ol>
Remuneration and other facilities	Consolidated fixed salary of Rs.0.11 lakh per month. TDS and other deductions as applicable from time to time will be applicable. Posting is in Gwalior (M. P.).

*SUPAKT*  
DIRECTOR EXTENSION SERVICES  
DES-RVSKVV, Gwalior (M.P.)