



अनुसंधान एवं विकास प्रकोष्ठ / Research & Development Cell

Advt. No.: CUPB/RDC/2023/199

Dated: 09/08/2023

PROJECT RECRUITMENT NOTICE

Central University of Punjab Research and Development Foundation (CUPRDF), is an Incubator established under DST NIDHI iTBI at Central University of Punjab, Bathinda. The foundation would emphasize on the incubation of ideas with due emphasize on food processing and agriculture based startups, however no limiting to other incubation ideas.

The CUPRDF is a Not For Profit organization located within the campus of CUP Bathinda with a focus on translation of research and technology to startups while providing access to an ecosystem for startups. CUPRDF in its formative stage seeks visionary, smart and aspiring individuals to establish CUPRDF, for the currently available opportunities as listed below:

S	Name of the Position	No. of Post(s)
1	Chief Executive Officer (CEO)	1 (One)
2	Manager	1 (One)
3	Associate	1 (One)
4	Attendant (Mechanical/Electrical/Electronics)	1 (One)
5	Attendant (Food Science/ Technology/Engineering)	1 (One)

DETAILED ELIGIBILITY AND JOB DESCRIPTION FOR THE POSITIONS

CHIEF EXECUTIVE OFFICER (CEO)		
1.	No. of Post	: 1 (One)
2.	Salary	: The salary will be Rs. 1,30,000/- (consolidated) per month. Performance based incentives in subsequent years as salary growth of 10% p.a. on first year salary for next two years.
3.	Term of engagement:	: The initial period of appointment will be for one year on contractual basis extendable based on performance. Contract can be terminated with 1 months notice on either side. Extension of post beyond three years period is based on the self-sustainability of the incubation centre.
4.	Qualifications & Experience	: The candidate must hold a PhD or MBA from a recognized Institution, and have a 3-5 years of experience at a senior level in the management of technology-based business incubators. Postdoctoral/ management experience in industry or in the public sector would be an added advantage.

5.	Desirable	:	A BSc /MSc /ME /MTech Degree in Agriculture, Biotechnology and Food Technology related fields
6.	Roles and Responsibilities	:	<p>The key responsibilities of the <i>Chief Executive Officer (CEO)</i> will be</p> <ul style="list-style-type: none"> (i) to complete establishment of a Central University of Punjab Research and Development Foundation (CUPRDF) at CUP, Bathinda and (ii) to manage the same in a sustainable and growth-oriented manner in terms of increasing the profile, diversity and competence of incubated start-up ventures. Further, as CEO, he/she will be responsible (iii) for the day-to-day operations of the CUPRDF, (iv) attracting funds through Grants and other means, (v) administering the earnings and expenses related to the operations and expansion of the CUPRDF under the directions of the Governing Body of the CUPRDF, (vi) complying with all regulatory requirements, and (vii) making strategic decisions to steer the Centre towards becoming a world-class Centre for nurturing start-ups in operational areas related to (but not limited to) Food Processing, mechanical productions, Nanotechnology, Devices, and Information Technology. (viii) The CEO should be able to leverage the strategic location of the CUPRDF, for nucleating an ecosystem of innovation within the Institute and the region. (ix) He/she will be expected to work closely with the students and faculty at CUP, Bathinda to help them steer technologies/IPs towards commercialization, by mentoring them and helping them to set up start-up ventures and also helping to raise these to ‘venture-capital ready’ states. (x) He/she also should be able to create institutional means of venture creation to broaden the pipeline of Innovations at CUPRDF to create value for the Institution and the region.

MANAGER		
1.	No. of Post	: 1 (One)
2.	Salary	: The salary will be Rs. 65,000 (consolidated) per month. Performance based incentives in subsequent years as a salary growth of 10% p.a. on first year salary for next two years.
3.	Term of engagement:	: The initial period of appointment will be for 1 year on contractual basis extendable on mutual consent. Contract can be terminated with 1 month notice on either side. Extension of post beyond three years period is based on the self-sustainability of the incubation centre.
4.	Qualifications & Experience	: The candidate must hold an M.Tech./ ME/M.Sc. from a recognized Institution, and have a minimum of 1 year of experience in academia/Industry. Management experience in industry or in the public sector would be an added advantage.
5.	Desirable	: Diploma in IP law/ Patenting advertising/ web page designing and keep up. Working Knowledge of computers.
6.	Roles and Responsibilities	: The key responsibilities of the <i>Manager</i> will be (i) Reporting to CEO. (ii) to assist CEO establishment of a Central University of Punjab Research and Development Foundation (CUPRDF) at CUP, Bathinda and (iii) to manage the same in a sustainable and growth-oriented manner in terms of increasing the profile, diversity and competence of incubated start-up ventures. (iv) for maintaining the facility, (v) advertising the CUPRDF on the social media and region, and (vi) assisting incubates in their administrative difficulties (vii) He/she will be expected to work closely with the CIL, finance and audit at CUP, Bathinda to ensure administrative compatibility for the CUPRDF and incubates. (viii) He/she also should be innovative in promotion of the CUPRDF through various conduct of activities at the centre.

ASSOCIATE		
1.	No. of Post	: 1 (One)
2.	Salary	: The salary will be Rs. 25,000 (consolidated) per month. Performance based incentives in subsequent years as a salary growth of 10% p.a. on first year salary for next two years.
3.	Term of engagement:	: The initial period of appointment will be for 1 years on contractual basis extendable on mutual consent. Contract can be terminated with 1 months notice on either side. Extension of post beyond three years period is based on the self-sustainability of the incubation centre.
4.	Qualifications & Experience	: The candidate must hold a Post Graduation Degree in Science/Technology/Engineering from a recognized Institution, and have a minimum of 5 years of experience in Industry or Academia or research.
5.	Desirable	: Degree & Experience in Food Science/ Technology/ Engineering. Experience of file drafting and administration. Diploma in IP law/ Patenting /accounts and management. Working knowledge of computers.
6.	Upper Age Limit (as on last date)	: 30 Years
7.	Roles and Responsibilities	: The key responsibilities of the Associate will be (i) Reporting to CEO & Manager (ii) to assist CEO and TM in establishment of a Central University of Punjab Research and Development Foundation (CUPRDF) at CUP, Bathinda and (iii) to manage and maintain the day-to-day operation of mechanical workshop and food processing plant (iv) general office work and (v) assisting incubates. (vi) keeping account of earnings and expenses related to the operations and expansion of the CUPRDF, (vii) complying with all finance, accounts and audit requirements. (viii) He/she will be expected to work closely with the CUPRDF and CIL at CUP, Bathinda to ensure technical compatibility for the CUPRDF and incubates. (ix) He/she also should be helping to promote CUPRDF through various conduct of activities at the centre.

ATTENDANT (MECHANICAL/ELECTRICAL/ELECTRONICS)		
1.	No. of Post	: 1 (One)
2.	Salary	: The salary will be Rs. 15,000 (consolidated) per month. Performance based incentives in subsequent years as a salary growth of 10% p.a. on first year salary for next two years
3.	Term of engagement:	: The initial period of appointment will be for 1 year on contractual basis extendable on mutual consent. Contract can be terminated with 1 months notice on either side. Extension of post beyond three years period is based on the self-sustainability of the incubation centre.
4.	Qualifications & Experience	: The candidate must hold a Diploma or B.E. in Mechanical/Electrical/Electronics or similar branch of Engineering from a recognized Institution, and have a minimum of 5 years (Diploma) and/or 2 years (B.E.) of experience in Industry, with clear experience in operation and maintenance of mechanical/electrical or electronic workshop.
5.	Desirable	: Experience of product development and prototyping. Experience with working on 3D Printing and CAD/CAM software. Certificate Course in Computers.
6.	Upper Age Limit (as on last date)	: 30 Years
7.	Roles and Responsibilities	: The key responsibilities of the <i>Attendant</i> will be (i) Reporting to Manager & Associate (ii) to assist Associate to manage and maintain the day-to-day operation of mechanical workshop and food processing plant (iii) general office work and (iv) assisting incubates in their difficulties in mechanical prototyping. (v) He/she will be expected to work closely with the CUPRDF and CIL at CUP, Bathinda to ensure technical compatibility for the CUPRDF and incubates. (vi) He/she also should be helping to promote CUPRDF through various conduct of activities at the centre.

ATTENDANT (FOOD SCIENCE/TECHNOLOGY/ENGINEERING)		
1.	No. of Post	: 1 (One)
2.	Salary	: The salary will be Rs. 15,000 (consolidated) per month. Performance based incentives in subsequent years as a salary growth of 10% p.a. on first year salary for next two years
3.	Term of engagement:	: The initial period of appointment will be for 1 year on contractual basis extendable on mutual consent. Contract can be terminated with 1 months notice on either side. Extension of post beyond three years period is based on the self-sustainability of the incubation centre.
4.	Qualifications & Experience	: The candidate must hold a B.E./BTech/Msc in Food Science/Technology/Engineering from a recognized Institution, and have a minimum 2 years of experience in Industry or research beyond the period of acquiring degree, with clear experience in plant operations and management.
5.	Desirable	: Experience of plant operation & maintenance at Industrial facility in Food industry and Certificate Course in Computers.
6.	Upper Age Limit (as on last date)	: 30 Years
7.	Roles and Responsibilities	: The key responsibilities of the Attendant (Food Science/Technology/Engineering) will be (i) Reporting to CEO & Manager (ii) to assist CEO and TM in establishment of a Central University of Punjab Research and Development Foundation (CUPRDF) at CUP, Bathinda and (iii) to manage and maintain the day-to-day operation of Food processing plant (iv) general office work and (v) assisting incubates in their analysis at Food Testing Laboratory-CUP Bathinda. (vi) He/she will be expected to work closely with the CUPRDF and CIL at CUP, Bathinda to ensure technical compatibility for the CUPRDF and incubates. (vii) He/she also should be helping to promote CUPRDF through various conduct of activities at the centre.

APPLICATION PROCESS:

Please apply in prescribed application form alongwith CV and a one page essay in English/Hindi as the language on how you visualize your role at the TBI highlighting your areas of interest and how you propose to contribute to this opportunity and send it to **email ID rdcell@cup.edu.in on or before 31/08/2023.**

Separate application will be required to be submitted for each position.

Last date for applications 31/08/2023.

Applications and received after last date shall not be entertained.

NOTE: Advertisement issued vide No. CUPB/RDC/23/198 dated 07/08/2023 is withdrawn due to administrative/technical reasons.

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for Central University of Punjab

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(ANJANA MUNSHI)
Director R& D Cell