



**अनुसंधान एवं विकास प्रकोष्ठ / Research & Development Cell**

Advt. No.: CUPB/RDC/2023/201

Dated: 19/09/2023

**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	Associate	1 (One)
2	Attendant (Food Science/ Technology/Engineering)	1 (One)

**DETAILED ELIGIBILITY AND JOB DESCRIPTION FOR THE POSITIONS**

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 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 Post Graduation Degree in Science/Technology/Engineering from a recognized Institution, and have a minimum of 1 year 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.	<b>Roles and Responsibilities</b>	:	<p>The key responsibilities of the Associate will be</p> <ul style="list-style-type: none"> <li>(i) Reporting to CEO &amp; Manager</li> <li>(ii) to assist CEO and Manager in establishment of a Central University of Punjab Research and Development Foundation (CUPRDF) at CUP, Bathinda and</li> <li>(iii) to manage and maintain the day-to-day operation of mechanical workshop and food processing plant</li> <li>(iv) general office work and</li> <li>(v) assisting incubates.</li> <li>(vi) keeping account of earnings and expenses related to the operations and expansion of the CUPRDF,</li> <li>(vii) complying with all finance, accounts and audit requirements.</li> <li>(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.</li> <li>(ix) He/she also should be helping to promote CUPRDF through various conduct of activities at the centre.</li> </ul>
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<b>ATTENDANT (FOOD SCIENCE/TECHNOLOGY/ENGINEERING)</b>			
1.	<b>No. of Post</b>	:	1 (One)
2.	<b>Salary</b>	:	<p>The salary will be Rs. 15,000 (consolidated) per month.</p> <p>Performance based incentives in subsequent years as a salary growth of 10% p.a. on first year salary for next two years</p>
3.	<b>Term of engagement:</b>	:	<p>The initial period of appointment will be for 1 year on contractual basis extendable on mutual consent.</p> <p>Contract can be terminated with 1 months notice on either side.</p> <p>Extension of post beyond three years period is based on the self-sustainability of the incubation centre.</p>
4.	<b>Qualifications &amp; Experience</b>	:	<p>The candidate must hold a B.E./BTech/Msc in Food Science/Technology/Engineering from a recognized Institution.</p> <p><b>Preference will be given to experience holder.</b></p>
5.	<b>Desirable</b>	:	<p>Experience of plant operation &amp; maintenance at Industrial facility in Food industry and</p> <p>Certificate Course in Computers.</p>
6.	<b>Upper Age Limit (as on last date)</b>	:	30 Years
7.	<b>Roles and Responsibilities</b>	:	The key responsibilities of the Attendant (Food Science/Technology/Engineering) will be

		<ul style="list-style-type: none"> <li>(i) Reporting to CEO &amp; Manager</li> <li>(ii) to assist CEO and Manager in establishment of a Central University of Punjab Research and Development Foundation (CUPRDF) at CUP, Bathinda and</li> <li>(iii) to manage and maintain the day-to-day operation of Food processing plant</li> <li>(iv) general office work and</li> <li>(v) assisting incubates in their analysis at Food Testing Laboratory-CUP Bathinda.</li> <li>(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.</li> <li>(vii) He/she also should be helping to promote CUPRDF through various conduct of activities at the centre.</li> </ul>
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**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 30/09/2023.**

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

**Last date for applications : 30/09/2023.**

**In complete applications and that received after last date shall not be entertained.**

Contact: Prof. Anjana Munshi,  
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*for Central University of Punjab*

Sd/-xx

(ANJANA MUNSHI)  
Director R& D Cell