



# SKIE

SKUAST-K Innovation, Incubation  
& Entrepreneurship Centre

## SKUAST-KASHMIR INNOVATION, INCUBATION & ENTREPRENEURSHIP CENTRE

Discovery Building, Ground Floor, Main Campus Shalimar Srinagar-190025

Phone: 91-7006831280

Email: [skii centre@skuastkashmir.ac.in](mailto:skii centre@skuastkashmir.ac.in)

No: SKIIEC/Adv/2024-25/426

Dated: 12.03.2025

In charge  
ARIS  
SKUAST K


**Sub: Uploading of Job advertisement (i-TBI) on University website.**

Sir,

I am writing to request to upload an advertisement regarding **contractual/tenure positions** available in **Inclusive Technology Business Project** funded by Department of Science & Technology New Delhi under SKUAST K innovation, Incubation & Entrepreneurship Centre Shalimar Srinagar on university website. We are seeking to attract best fit candidates who can contribute to our team and help us achieve our goals.

Please find the attached details of the job advertisement which includes a description of the **role, required eligibility and application instructions.**

Yours faithfully

  
Chief Executive Officer  
SKIIE Centre  
SKUAST-K Shalimar Srinagar



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Phone: 91-7006831280

Email: [skiiicentre@skuastkashmir.ac.in](mailto:skiiicentre@skuastkashmir.ac.in)

No: SKIIEG/Adv/2024-25/424

Dated: 11.03.2025

### Advertisement Notice

Applications are invited from eligible Indian nationals for filling-up the following contractual positions of the **SKUAST-Kashmir Innovation Incubation & Entrepreneurship (SKIIE) Centre** under inclusive Technology Business Incubation project (i-TBI) supported by Department of Science & Technology (DST) New Delhi initially for a period of one year, with a provision for extension up to the project period.

**Details regarding Role, Functions, Eligibility Criteria and remunerations** etc are available on the University website [www.skuastkashmir.ac.in](http://www.skuastkashmir.ac.in) / [www.skiie.in](http://www.skiie.in) . The interest eligible candidates are required to fill their application form online on University website [www.skuastkashmir.ac.in](http://www.skuastkashmir.ac.in) / [www.skiie.in](http://www.skiie.in) by or before **30-04-2024 till 5:00PM**. The Candidates can fill their applications forms from **15.03.2025**. The positions are purely contractual and co-terminus with the project. The date of interview shall be notified separately.

sd.

Chief Executive Officer/PI

Position	No. of Positions	Essential Qualification & Experience/ Role/Responsibilities	Desirable/
CEO	01	Details available on: <a href="http://www.skuastkashmir.ac.in">www.skuastkashmir.ac.in</a> / <a href="http://www.skiie.in">www.skiie.in</a>	
Business Manager	01		
Technical Associate	01		
Office Associate	01		

### Online Application format

1	Name of the position applied for																	
2	Name of the Candidate																	
3	Residential Address																	
4	Telephone number (especially Landline / functional mobile no )																	
5	Date of Birth																	
6	Qualifications:- (c) Essential																	
	<table border="1"> <thead> <tr> <th>Degree</th> <th>University</th> <th>Subjects</th> <th>% marks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Degree	University	Subjects	% marks													
Degree	University	Subjects	% marks															
	(d) Experience in Innovations and Startups																	
	(e) Startups Mentored and established																	
	(f) IP's / Patents etc																	
7	Curriculum Vitae	Attachment (2-3 pages)																

#### Copy to:

- ✓ I/c ARIS for uploading on university website.
- ✓ SVC for kind information of Hon'ble Vice Chancellor.
- ✓ PRO for wide publication.

## Contractual Project Staff Position (i-TBI) Project under SKIIE Centre

Position	Essential Qualification & Experience:	Desirable	Role/Responsibilities
CEO (i-TBI): (01)	<ul style="list-style-type: none"> <li>• Master of Business Administration in Agri-Business Management /Horti-Business Management from any accredited and nationally reputed institute/ University.</li> <li>• Three years of work experience, in Incubation Centre in an academic institute.</li> <li>• Mentored at least 10 registered Startups in securing funds/ grants from various funding sources.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Should Possess full proof evidence of mentoring</b> the early-stage startups /innovators in any recognised academic institute or incubation centre.</li> <li>• Should have knowledge in preparation of <b>DPR's / Policies or Business Models (BMC)</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall report to the in-charge of (SKIIE) Incubation Centre and collaborate with university officers/team for seamless implementation of i-TBI Scheme.</li> <li>• To lead all operations of the i-TBI Project, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices.</li> <li>• Steering the early-stage start-ups to growth stage enterprises in due course of time and make the incubator sustainable.</li> <li>• Forge partnership with academia, industry, other existing incubators, and angel/seed funding institutions in India and abroad for the start-ups to leverage.</li> </ul>

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<p><b>Business Manager: (01)</b> (Age: 40 years)</p>	<ul style="list-style-type: none"> <li>• MBA in Marketing/ABM/ HBM/ Industrial Management <b>OR</b> M.Tech IT/Electronics</li> <li>• Minimum 2 years of experience in working with start-ups, Tinkering labs, Fab labs, Patent offices and incubators.</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in designing &amp; managing Incubation and Acceleration programs with providing high-quality coaching and advisory support to aspirants.</li> <li>• Experience of Filing Patents; registration of new Startups etc</li> <li>• Proof of fabrication of prototypes in fab labs.</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting CEO of the Incubator in development and execution of the strategy for outreach, hunting, attracting and on boarding deserving and qualified innovative entrepreneurs and start-ups</li> <li>• Overall strategic planning and implementation along with strategic and operational guidance to the aspirants and overall qualitative setup of innovation ecosystem.</li> </ul>
<p><b>Technical Associate: (01)</b> (Age: 40 years)</p>	<ul style="list-style-type: none"> <li>• A Graduate with minimum 2 years of experience in office administration from any organisation/Institute.</li> <li>• Experience in accounting &amp; financial software's.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills on the use of office software packages such as Tally, MS Word, PPT Excel, Accounting software.</li> </ul>	<ul style="list-style-type: none"> <li>• He/she has to undertake all the administrative matters assigned by the authorities.</li> <li>• He/she has to report to the In charge/CEO time to time for effective working of the incubation centre.</li> <li>• Preparation of Market intelligence, Business analytics &amp; Financial reports and helping the incubates in financial matters as well time to time.</li> <li>• He/she shall be familiarized to maintain the official records for various projects both in paper and electronically; to maintain the files of all the personnel, consultants and stakeholders; to manage the staff attendance, time records, salaries and other welfares.</li> </ul>