

### DETAILED NOTIFICATION

Eligible and interested candidates are invited for a walk-in-interview to be held at Nutrihub, ICAR – Indian Institute of Millets Research, Rajendranagar, Hyderabad, on **16 February 2024 from 10:00 A.M.** onwards for recruitment of the following positions under the below mentioned projects as per the details given below.

<b>1.</b>	<b>Name of the post</b>	<b>Business Manager (1 post)</b>
	<b>Project</b>	<b>RKVY - RAFTAAR</b>
	<b>Emoluments</b>	<b>Rs. 1,25,000/- (Consolidated)</b>
	<b>Project till</b>	<b>March 2025</b>
<p><b>Essential qualifications:</b></p> <ol style="list-style-type: none"> <li>M.Tech/MBA/CA/PGDM/Equivalent master degree in Agriculture/Agri-Business /Finance/ Commerce/Marketing/Agri Marketing/Agri Economics/Economics/International Business / Technology Commercialization Entrepreneurship and allied fields from recognized institute having <b>3-5 years</b>.</li> <li>Preferably experience in technology commercialization; investment banking; Banking; Project appraisal, support incubators; Assessment and evaluation of projects startups and with experience in startup ecosystem.</li> </ol> <p><b>Roles and responsibilities:</b></p> <ol style="list-style-type: none"> <li><b>Operations &amp; Administration:</b> <ul style="list-style-type: none"> <li>Coordinating with the management in helping in setup and maintenance of TBI for a strong Incubation program.</li> <li>To plan and organize Incubation services, conduct of various feasibility studies and market research, coordinating in Technology transfer with the concerned team, helping incubatees to get financial assistance.</li> <li>Monitoring day-to-day operations/activities of the Nutrihub. Handling all HR activities and implementing guidelines for ensuring discipline and smooth function of the institute. Handling the recruitment activities. Ensuring that, Nutrihub has the space, technology and other tools for smooth operations. making sure that the team has skills needed to perform the various jobs as required, and providing ongoing staff development to enhance their performances.</li> <li>Able to organize regular board meetings and AGMs and prepare presentations accordingly and shall present them during the meetings if needed.</li> <li>Working with students, Faculty and Management to ensure entrepreneurship and innovation may become an integral part of Nutrihub’s ecosystem.</li> <li>Documentation: Preparation of external funded project proposals for sustainability and drafting strategic papers from time to time assigned by CEO.</li> <li>Report: Able to write research articles, annual progress reports and any other reports as per the requirement such as event reports, organization of events etc.</li> </ul> </li> <li><b>Revenue Generation:</b> <ul style="list-style-type: none"> <li>Shall develop various incubation programs and business incubation services for Nutrihub to generate income for its own sustainability</li> <li>Nutrihub is a Section-8 (not for profit) company and is eligible for raising resources (Cash &amp; Non-cash) through donations, CSR of corporate, Govt. schemes, Subsidies etc. being the leader, developing models for project finance /CSR and other funding and create network and maintains long-term relationships with key donors and potential donors.</li> <li>Drafting and developing projects, planning, execution, staffing reporting with other staff and</li> </ul> </li> </ol>		

following up on all MOU's with private partners/State Governments/Departments.

- Should keep track of the fund allocation and report project progress to CEO/Director on time (as and when required).
- 3. Networking and community development:**
- Collaborating with various stakeholders in the value-chain to increase and maintain the visibility of Nutrihub,
  - Attending Entrepreneurial events, conduct competitive events, participate as judge in investment pitches, evaluate business plans, mentor prospective entrepreneurs, tie-up with various venture capitalist, investment groups and institutions and building the business muscle of entrepreneurs under the Nutrihub and attract new entrepreneurs from new segments and to convert them into business development activities for the Nutrihub for revenue generation.
- 4. Communication and media:**
- Communicating the vision, mission, goals, and objectives of Nutrihub and should come out with online and offline collaterals for different contexts including website and social media content.
  - Preparing of annual and quarterly reports, newsletters, fund-raising letters and event flyers, press releases and other marketing and advertising materials time to time.
- 5. Incubatees' promotions and services:**
- Helping the incubatees to develop multiple kinds of capital ex: financial, customer satisfaction, intellectual property, compliance, and is expected to promote incubatees in various forums through the network they establish.
  - This can be in supporting in distribution network, participate in exhibition, sensitizing them on the brand value, conduct training and development programs to enhance their ability to promote and network, define deliverables, their timelines and monitor progress of startups. As part of IYM #2023, the candidate should have good exposure to international millet market, able to liaison with international partners for possible collaborations.
- 6. Preparation for interview:** *Candidates have to prepare a vision document in brief on "Sustainable plan for Revenue Generation of NUTRIHUB" for the next five years. This should be prepared for discussion with the panel (Power point presentation). And has to be sent along with CV*

2.	<b>Name of the post</b>	<b>Office /Personal Assistant (1 post)</b>
	<b>Project</b>	<b>RKVY - RAFTAAR</b>
	<b>Emoluments</b>	<b>Rs. 30,000/- Per month (Consolidated)</b>
	<b>Project till</b>	<b>March 2025</b>

**Essential qualifications:** Graduation in any stream, preferably B.Com/BBA with working knowledge of accounts and computers, including MS Office.

**Roles & Responsibilities:**

- Scheduling and organizing meetings
- Drafting and responding to emails, filtering and messaging based on the priority
- Planning and coordinating travel arrangements, including flights, accommodation and transportation.
- Taking minutes during meetings and maintaining accurate records
- Prioritizing tasks and deadlines to ensure key objectives are met
- Collaborating with other departments and team members to facilitate smooth communication and workflow.
- Assisting in the planning and coordination of events, conferences, and meetings
- 2 years of experience in relevant field.
- Computer skills in MS Office, typing, documentation.
- Willing to travel field sites as and when required.

### **Terms & Conditions:**

1. The above posts are purely temporary and on contractual basis.
2. The selected candidates shall not claim for regular appointment/absorption in Nutrihub TBISC or funding agency at the end of the project.
3. The upper age limit for Business Manager will be 50 years and Office/Personal Assistant will be 40 years as on the date of interview. The relaxation in the upper age limit is five years for SC/ST/women candidates and three years for OBC candidates as per rules.
4. **Interested and eligible candidates may send their duly filled-in application form (as per the format-Annexure – I enclosed) with a photograph affixed on it and signed, along with CV, qualification and experience certificates scanned copies as a single pdf to [dayakar@millets.res.in](mailto:dayakar@millets.res.in) on or before 08.02.2024, 5:00 pm.**
5. All the relevant original testimonials (date of birth, qualification certificates, experience certificates, etc., if any) are to be shown and a set of attested copies of all the certificates will be required to be submitted by the candidates for verification at the time of the interview. (No candidate will be interview if coming without original certificate).
6. No TA/DA will be paid for attending the interview.
7. Report for walk-in registration from 09:00 AM to 10:00 AM on the date of interview, candidate need to wait till they are called/allowed for the interview.
8. The decision of the Director/CEO, Nutrihub TBISC is final and binding in all respects.
9. Canvassing in any form will lead to cancellation of candidature.
10. The selected candidate may have to join immediately.
11. For further details/updates/modifications please visit our website [www.nutrihubiimr.com/careers](http://www.nutrihubiimr.com/careers), regularly.
12. Nutrihub TBISC reserves the right to alter/ Change/ Cancel this Advertisement/ Recruitment without assigning any reason at any stage of recruitment process.
13. **Candidates have to produce an undertaking, stating that they are not enrolled in any other job or academic courses etc. (either full time or part time) for attending the interview.**
14. In case of any disputes, it will be resolved within the jurisdiction of Hyderabad, Telangana court only.

**Sd/-  
Director**

**PROFORMA**

APPLICATION FOR THE POST OF : \_\_\_\_\_ (On contractual Basis)

Project: \_\_\_\_\_

1. Name in Block letters: \_\_\_\_\_

2. Father's / Husband's name: \_\_\_\_\_

3. Date of Birth &amp; age: \_\_\_\_\_; \_\_\_\_\_ years.

4. Postal address for correspondence: Present &amp; Permanent.

Latest passport size  
photo

5. Mobile no: \_\_\_\_\_; Aadhar No: \_\_\_\_\_; email: \_\_\_\_\_

6. Educational Qualifications:

Sl. No	Qualifications	Year of passing	Board/ University	Marks (%/GPA)	Remarks (if any)
1.					
2.					
3.					
4.					
5.					
6.					

**7. Prior Experience (if any):**

Sl. No	Name of the Organization/ Institute	Post	From To	Drawn Salary	Remarks
1.					
2.					
3.					
4.					

**8. Additional Information which you would like to mention:**

- a. Additional Academic/ professional Qualifications: \_\_\_\_\_
- b. NET Qualified : \_\_\_\_\_
- c. Trainings \_\_\_\_\_
- d. Research Publications / reports / special projects: \_\_\_\_\_
- e. Awards/ Scholarships/ Official Appreciations: \_\_\_\_\_
- f. Affiliation with professional bodies/ institutes/ Societies: \_\_\_\_\_
- g. Any other information: \_\_\_\_\_

**9. Whether belongs to SC/ST/OBC/OC/PH/Ex-servicemen (as per Gol norms) \_\_\_\_\_**

**10. I am also willing to be considered for any lower post in case my application for the applied post is ineligible or not shortlisted for further scrutiny. (Yes / No): \_\_\_\_\_**

**SELF DECLARATION**

I \_\_\_\_\_, Son/ Daughter of \_\_\_\_\_ hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if Information given by me is proven false/ not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn and I may be terminated from the services without assigning any reasons.

Date: \_\_\_/\_\_\_/\_\_\_  
Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate