

## ADVERTISEMENT NO. TBI/BN-05 (2024)

### (IN PERSON INTERVIEW)

IIIM-Technology Business Incubator, a Section 8 company registered under the Companies Act, 2013, invites applications from eligible and interested candidates to work under a Project at **IIIM-TECHNOLOGY BUSINESS INCUBATOR (TBI)** under the “**Bio-NEST Project of BIRAC, DBT**”. Responsibilities include managing the incubator and supporting start-ups and entrepreneurship at CSIR-IIIM, Jammu. The following positions shall be filled up through IN PERSON INTERVIEW:

Position Code	Name & No. of Position(s)	Essential Qualification(s)	Desirable Qualification(s)	Upper Age Limit	Monthly Emoluments (₹)
BN-01	<b>Business Manager</b>  [01 Position]	i) Master in Science or B.E./B.Tech with at least 55 % marks  <b>and</b> ii) At least 3 year of experience with start-ups and entrepreneurship development or scientific research experience with content writing, Compilation of scientific findings, Public relations, develops relationships with industries/ University/ Govt. Bodies with Sufficient Knowledge of Computer Operations particularly in MS Office.	Preferably MBA / PhD with scientific knowledge of Life Sciences driven techniques, hands-on experience with instruments, and proven training/ experience in running and maintaining them.	35 years	<b>₹50,000/-</b> (Consolidated)
BN-02	<b>Project Assistant-II</b>  [01 Position]	i) Graduate or Master in Science from a recognized University or equivalent with at least 55% marks  <b>and</b> ii) 2 years of proven experience in Skill development training programme, and experience in organizing workshops and exhibitions.	Sufficient knowledge of computer operations, particularly in MS Office, Power Point and Office Management Software.	32 years	<b>₹30,000/-</b> (Consolidated)
BN-03	<b>Accountant</b>  [01 Position]	i) Graduate in Commerce with at least 55% marks  <b>and</b> ii) 2 years of proven experience in finance and accounting, ledger entries, bill payments, cash book maintenance, PFMS and other financial works allied thereto.	One year experience with Chartered Accountant/Cost & Management accountant/Company Secretary, Masters in Business Administration (Finance)/ Masters in Economics/ Commerce	32 years	<b>₹25,000/-</b> (Consolidated)

## IMPORTANT INSTRUCTIONS

1. The positions are purely temporary and co-terminus with the project. The duration of the project is up to **31.07.2025**.
2. Age will be reckoned as on the last date of receipt of applications, i.e., 17.09.2024.
3. **All the eligible candidates are advised to fill the Google form on or before 17.09.2024 by 05:30 PM. Any application received after the scheduled date and time shall not be entertained for in-person interview. Applicants can also submit their duly filled-in application forms along with requisite documents, as mentioned in the respective Google Form, in physical mode at Main Gate (Reception), CSIR-IIIM, Canal Road, Jammu, on all weekdays by 05:00 PM on 17.09.2024. In case of any difficulty in filling up the Google forms, please contact [tbi@iiim.ac.in](mailto:tbi@iiim.ac.in).**  
**Business Manager- (BN-01) - [\[Click to Apply\]](#)**  
**Project Assistant -II (BN-02)- [\[Click to Apply\]](#)**  
**Accountant (BN-03)- [\[Click to Apply\]](#)**
4. The list of shortlisted candidates for in person interview will be uploaded on the CSIR-IIIM website <https://iiim.res.in/> and IIIM-TBI website <https://www.iiimtbi.com/> on 18.09.2024 (Wednesday) by 5:30 pm.
5. The applicants (who have applied within the stipulated date and time) must bring all the academic & work experience documents & certificates in original as well as self-attested photocopies on 23.09.24 for IN PERSON INTERVIEW.
6. The interview shall be held on **23.09.2024 (Monday)** from **09:30 AM onwards** at **Board Room, CSIR-IIIM, Canal Road, Jammu.**
7. The candidate has the option to interact in English/Hindi before the Selection Committee.
8. In case the final certificates reflect CGPA/SGPA/OGPA Grades, the candidate should convert the same into an equivalent percentage as per the approved formula of the University in the Application Form, and a copy of such conversion must be attached along with the application form.
9. To avoid any inconvenience, only those candidates who strictly fulfil the eligibility criteria and possess the degrees/mark sheets in the subjects above should apply for the interview.
10. Upon selection/empanelment, the original documents, including eligibility qualification, DOB certificate, will be verified; if any discrepancy is found, the selection/empanelment shall stand cancelled.
11. No TA/DA will be paid for attending the IN PERSON INTERVIEW.

## INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.

For any queries, please email: [tbi@iiim.ac.in](mailto:tbi@iiim.ac.in)

*Sd/-*  
**Director-HR**

