



श्री माता वैष्णो देवी विश्वविद्यालय  
**Shri Mata Vaishno Devi University**

Kakryal, Katra – 182 320 (J&K)

**Manager Recruitment**

**Applications Invited for the Position of Manager at SMVDU-TBIC  
(Shri Mata Vaishno Devi University-Technology Business Incubation Center)**

Shri Mata Vaishno Devi University (SMVDU) requires well qualified and experienced candidate purely on temporary & contractual basis for the post of Manager in SMVDU-TBIC

**Position:** Manager on Contractual basis

**Duration:** 2 years

**Remuneration:** INR 50,000 (consolidated) per month

**Accommodation:** Suitable University accommodation will be provided with prescribed license fee.

**Age Limit:** Not exceeding 45 years as on the last date of submission of online application

**Registration Fee:** There is no registration fee.

**No TA/DA will be paid to the candidates appearing for interview.**

**Essential Qualifications:**

- Bachelor's Degree in Engineering/Sciences/Commerce with First Division and
- MBA with First Division.

**Experience:**

Minimum of 3 years in administrative affairs or project management within a reputed government or private organization. Accounting and finance experience is desirable. Proficiency in Microsoft Office, PFMS, GeM portal management and other relevant tools is essential

**Desirable:**

- Previous experience with incubation centers (preferably academic), product management, venture capital firms, or in assisting senior leadership in business development
- Excellent verbal communication skills, superior writing and presentation abilities
- Proficiency in Microsoft Office and other relevant tools
- A dynamic individual with a background in both business and technology, with experience in program and facility management, cross-functional team facilitation, and organizational operations
- Prior experience in managing Seed Fund schemes or other funding programs will be an added advantage

**Application Process:**

Interested candidates may apply through the University website (<https://smvdu.ac.in/jobs/>). After submitting the online form, they should print the application and attach self-attested copies of all relevant documents along with a detailed CV. The completed application form

should reach “**The Registrar, Shri Mata Vaishno Devi University Kakaryal, Katra - 182320 (J&K)**”.The applications must be sent by Registered/Speed Post (no couriers) or submitted in person. Applications with incomplete information are liable to be rejected.

The last date for receiving complete applications is 20<sup>th</sup> November **2024**. For further details, please visit: <https://smvdu.ac.in/jobs/>

Students can apply through QR code also.



#### **Skill Set:**

The applicant should be an innovative person with proven leadership and mentoring Qualities possessing:

- Experience of working in close collaboration with government organisations and/or agencies /allied organisations and private sector.
- Exposure to business plans business proposals, fund raising activities.
- Excellent communication, interpersonal and organizational skills.

#### **Roles and Responsibilities:**

1. The Manager will be responsible for overseeing all administrative, legal, and financial operations of SMVDU-TBIC
2. Establish collaborations with other incubators, institutes, and industries.
3. To scout & evaluate startup ideas.
4. To engage with key stakeholders to improve outcomes, building support and secure resources.
5. Must have the ability to rapidly adapt and respond to changes in startup environment.
6. Interact and maintain relationships with startups, innovators researchers and mentors
7. General project administration and coordination as required.
8. Good documentary and presentation skills to present the results

#### **Termination:**

It is a contractual position and the service of the incumbent shall be liable to termination at any time by notice in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee. The period of such notice shall be three months. The appointing authority may withdraw or discontinue the position any time