



ANNAMALAI INNOVATION AND INCUBATION RESEARCH FOUNDATION – EDII

(A Section 8 Company, CIN: U85300TN2019NPL127608)

Office of the Dean, Faculty of Engineering & Technology,
Annamalai University, Annamalainagar – 608 002.

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Lr. No. 1/Recruitment/2019

11/07/2019

Prof. K. Raghukandan, Ph. D.

Dean, Faculty of Engineering & Technology

Director, AIIRF-EDII

Notification

Applications are invited for the following posts for the up-coming Annamalai Innovation and Incubation Research Foundation-EDII, a section 8 company established at this institute.

Name of the Post	Number of Vacancy	Pay per Month (Rs.)
Chief Executive Officer	1	80,000/-
Business Manager	1	40,000/-
Technical Assistant	1	25,000/-
Accountant cum Programmer	1	20,000/-
Contractual labour	2	12,000/-

Eligible qualifications for each posts, roles and responsibilities are provided in the annexure.

How to Apply: Submit a letter of application in English with Statement of Purpose (SOP), and Curriculum Vitae with details of name and contact details, education, work experiences, professional skills, etc., and names and contact addresses (including phone number/ fax/ e-mail) of three referees and a recent passport size photograph on or before **26.07.2019** with the subject line of “**Application for the Post of Chief Executive Officer (CEO), Business Manager, Technical Assistant, Accountant cum Programmer and Contractual labour under AIIRF-EDII**”. Wherever necessary enclose attested / self attested photocopies of certificates / testimonials of supporting documents.

The application may be sent by mail to aiirfedii@gmail.com or by speed post to

The Director AIIRF-EDII & Dean

Faculty of Engineering & Technology,

Annamalai University,

Annamalainagar – 608 002

Date of interview will be intimated to the shortlisted candidates.

Sd/-

Dean-FEAT, Director-AIIRF EDII

Annexure

Recruitment under AIIRF-EDII

1. Chief Executive Officer

Essential Qualification:

A degree in Engineering /Technology or Science or Business Administration with a minimum of 5 years experience in Business Incubation/Entrepreneuership development/Technology commercialization/Management of Business Startups and clusters.

Role and Responsibilities

- To manage AIIRF-EDII as Section 8 company at Annamalainagar
- Business strategy and executing day-to-day operations and formation of different clusters of AIIRF-EDII
- Attracting funds through different external agencies (DST/DBT/CSR funds/ Venture capital funds/ Angel funds and others) for sustainability of the company
- Business plan, Detailed Project Reports (DPRs), bankable projects and business model preparations for entrepreneurs/ incubatees
- Ability to run section 8 company with current regulatory compliance requirements
- Demonstrated abilities to engage incubatees/ entrepreneurs with various stakeholders such as regional and global market, import and export procedures
- Spotting novel ideas that has potential for Agribusiness incubation
- Knowledge on intellectual property rights management and protection (patent, GI, Trademark, etc.,)
- Proven ability on successfully organizing program / workshop / investor meet
- Excellent written and verbal communication skills in English language. Fluency in Tamil language and other regional languages are advantageous
- Offline and online marketing tools
- Financial management of the Company under the directions of the Board of Directors and Project Management and Review Committee(PMRC)

2. Business manager

Essential Qualification:

A degree in any discipline with a minimum of 3 years experience in Incubation Management/Marketing linkages/Network meeting/Negotiation skill/Organizing seminars and Conferences/Capacity building Programmes/Analyzing business feasibility and Business plan preparation/Procedures for commercialization of technologies.

Role and Responsibilities

Key responsibilities are:

- Identifying new potential ideas, products and markets
- Establishing market linkages, conduct market studies, supply chain Management
- Need to have better negotiation skill
- Maintenance of website and IT systems
- Maintaining customer relationship
- To assist CEO, Incubation Coordinator and Director/ Nodal Officer in all the activities of AIIRF-EDII
- Attracting funds through external grants, Seed Money and other sources for sustaining the company
- Nurturing incubatees and formation of Business Clusters and Incubation Hub in the targeted regions

3. Technical Assistant

Essential Qualification:

A diploma in Engineering/Tehnology or any degree in Science with one year experience and proven knowledge and practice on maintenance of machines/equipment/instruments and organizing training programmes.

Role and Responsibilities

- Operation and maintenance of machineries
- Conducting hands on training
- Technical guidance

4. Accountant cum Programmer

Essential Qualification:

A degree in Commerce with minimum one year experience on account administration (Bank and other financial office), Sales and Cash book keeping, Stock maintenance, purchase procedure as per government norms and finance related software such as TALLY and knowledge in use of computers for office management.

Role and Responsibilities

- To assist CEO, Incubation Coordinator and Director/ Nodal Officer in all the financial activities of AIIRF-EDII
- Maintaining all the registers, stocks, reports and records, bill books, GST, inventory of sales, online transactions and other financial activities of EDII-KABIF (Section 8 Company)

5. Contractual Labour

Essential Qualification:

A pass or fail in VIII standard.

Role and Responsibilities

Engaged in various activities of cleaning and maintenance of machineries, assisting all office, training and miscellaneous works.

Sd/-
Dean-FEAT, Director-AIIRF EDII