

Qualifications for the post of Incubation Manager

- Name of the Post** : Incubation Manager/Project Officer/Project Manager
- Educational Qualification** : Masters Degree with first class from recognised university
- Experience** : Minimum 10 Years of experience in the areas like:
- Product Design & Development
 - Patent Filing, Technology Transfer & other IPR related activities
 - Innovations, Incubations, Entrepreneurships and Start-ups
 - Funded Research Projects
 - Other R&D activities
- Desirable Skills / Requirements** :
1. Doctoral degree from recognised university
 2. Strong understanding of local, national and global Start-up ecosystems
 3. Adequate knowledge of IPR policies and patent filing
 4. Knowledge of creation of Infrastructure, Policies, Processes and Frameworks for Incubation and Start-ups
 5. Should have carried out Research Projects through fundraising
 6. Knowledge of business plan development, strategic partnership, market analysis and company registrations
 7. Knowledge of SSI/MSME registration
 8. Strong communicative and analytical skills
 9. Should possess administrative, managerial and leadership skills
 10. Ability to work independently and provide vision to the incubate companies and Start-ups
- Age** : Preferably below 50 years
- Nature of Appointment** : Contractual (11 Months)
- Fixed Salary (Consolidated Per Month)** : Rs.70,000/- (Rs. Seventy thousand)
- Other Benefits** : As per the norms of RSU

Job Profile for the post of Incubation Manager:

Shall

1. Create infrastructure, policies, processes and frameworks for building Incubation Centre at RSU.
2. Build environment for start-up and incubation within the RSU.
3. Develop strong liaison between corporate establishments, academicians / researchers and students to enable successful outreach efforts, including extensive business & technology collaborations.
4. Help the University in raising and generating financial resources required for start-up and incubation.
5. Help faculty members, researchers, students and alumni in preparing budget, project proposals and other required documents.
6. Track, manage and review all the start-up projects, project follow-up and taking updates from project teams; provide them with critical business and strategic inputs on regular basis.
7. Prepare various status reports, project ideas, plans and all relevant information required for publishing the progress report of University.
8. Keep the organization and stakeholders informed about developments in start-up ecosystem, regulations, framework and processes.
9. Co-ordinate with other incubator centres and creating skill sharing platforms across institutions and universities.
10. Work along with accounts branch and other departments of RSU for compliance, financial reporting, taxation, reporting, maintaining documents / registers etc.
11. Liaison with the Government Departments and other stakeholders with regard to start-up and incubation.
12. Coordinate the events / workshops and other mentoring and training programmes related to start-up and incubation.
13. Do overall coordination of day to day activities of Incubation within and outside RSU including administration and compliance.