



# Incubation Center

North-Eastern Hill University (NEHU)

Tura campus, Chasingre-794 002, Tura, West Garo Hills, Meghalaya  
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सत्यमेव जयते Ministry of  
Micro, Small &  
Medium Enterprises

Dr.R.Sasikumar  
(Nodal Officer)

No: TC/NEHU/IC/NEH/2020-2021/001

Date: 05/07/2021

Applications are invited on for the temporary post one (1) of “**Coordinator**” for Incubation Centre, NEHU Tura Campus, Meghalaya,

**Emoluments:** Rs. 17,000/- (Rupees Seventeen thousand) only per month (consolidated)

### Essential Qualifications:

Any graduation with CCA, DTP certification and at least 2-4 years experiences in MS office latest version, Tally 9.0 erp, photoshop, CorelDraw, PageMaker and Web erp.

**Role & Responsibilities:** • To support incubation center’s day-to-day operations • Design, execute, support & implement center’s outreach programs, events & training activities • Manage administrative & operative functions • Organize training programs through workshop, mentorship, networking, seminars etc. • Manage outreach communications, e.g. website, newsletter, social media, digital marketing, PR etc. • Instinct for entrepreneur’s growth drivers; understanding of integrated marketing communications, public relations, emerging media, marketing, branding. • Develop processes, procedures, and policies of the incubator and manage day- today activities.

**Age:** Candidate shall not be more than 30 years of age on the last date of receipt of application. Upper age limit may be relaxed as per Government of India rules.

**Duration:** Appointment will be initially for a period of 11 months which may be extended depending upon satisfactory performance of the incumbent.

Interested candidates may send their recent signed Curriculum Vitae (CV) along with self-attested photocopies of mark sheets, certificates from 10<sup>th</sup> standards onwards, testimonials, experience certificate (if any) to the Nodal Officer through e mail ([incubationcenternehutura@gmail.com](mailto:incubationcenternehutura@gmail.com)) within **12/07/2021**. The shortlisted candidates may be called for online/offline interview on **15/07/2021** and selected candidates are requested to join as immediately.

(Dr.R.Sasikumar)  
Nodal Officer-IC, NEHU Tura