



Incubation Centre

North-Eastern Hill University (NEHU)

Tura campus, Chasingre-794 002, Tura, West Garo Hills, Meghalaya
E-mail: incubationcenternehutura@gmail.com, Ph: 03651-223107, Fax: 03651-223953



सत्यमेव जयते Ministry of
Micro, Small &
Medium Enterprises

Dr.R.Sasikumar
(Nodal Officer)

No: TC/NEHU/IC/MSME/2020-2021/002

Date: 13/05/2022

Walk-in-Interview

Eligible candidates are invited for a walk-in interview on **23rd May, 2022** at **11:30 A.M.** for appointment as **Business Manager (1 post) (purely temporary for a duration of one year)** in the Incubation Centre, North-Eastern Hill University, Tura Campus, Meghalaya with the following qualifications

Sl. No.	Name of the Post	Educational Qualification	Desirable qualification	Emolument
1	Business Manager, Incubation Centre, NEHU Tura Campus, Tura, Meghalaya	MSc/PhD in Agricultural Extension Education with NET. At least 6 months experienced in conducting capacity building training programme under government/private institutions. Or At least 6 months experienced as Business Manager in any type of incubation centre in North East India.	<ul style="list-style-type: none"> At least 6 months experienced in promoting business, market linkage, and well versed of central govt. entrepreneurial schemes. Two research paper published in agriculture and allied sector. Knowledge of computer (Diploma in PC). 	Consolidated pay Rs.35,000/- fixed

Terms and Conditions:

- Place of posting shall be at Incubation Centre, NEHU Tura campus, Meghalaya
- Committed to travel to different parts of the North Eastern Region and India for promoting business and raising funds from different organization for conducting capacity building training programme.
- No TA/DA and official accommodation will be provided for appearing in the interview.
- The offer is purely on contractual basis and co-terminus with the project with no provision for regularization.
- Verification of original documents of candidates will be done before joining.
- A recent passport size photograph should also be affixed on top of the application.
- Other norms and guidelines as per the NEHU service rule will be instructed time to time.

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.

Interested candidates may bring their recent signed Curriculum Vitae (CV) along with original and self-attested photocopies of mark sheets, certificates from 10th standards onwards, testimonials, experience certificate (if any) for verification before the interview and selected candidates are requested to join as immediately.



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