



AGRI BUSINESS INCUBATION FOUNDATION IIT KHARAGPUR

Regd. Off. : IIT KHARAGPUR CAMPUS, KHARAGPUR, PASCHIM MEDINIPUR, WEST BENGAL 721302

CIN: U85300WB2021NPL243292

विज्ञापन सं./Advertisement No.: R/2024/02 Dated March 28, 2024

The Indian Institute of Technology Kharagpur, an Institute of Eminence, is the first and largest in the chain of IITs engaged in teaching, research, and development. The National Bank for Agriculture and Rural Development (NABARD) has sponsored the establishment of the Agri Business Incubation Foundation IIT Kharagpur (ABIF IIT Kharagpur) at IIT Kharagpur, which is incorporated as a section-8 company under the Companies Act, 2013 in 2021. The Foundation is mandated to incubate innovative ideas in agriculture, rural development, and allied domains for creating entrepreneurs.

The Foundation invites **offline** applications from the Indian Nationals for the following post on a contractual basis initially for a period of one (01) year, which can be renewed on a yearly basis based on the evaluation of satisfactory performance every year. The period may be extended a maximum upto five (05) years.

Sl. No.	Name of the post	No. of Vacancy	Consolidated Pay (per month)
1	TBI Manager	1 (UR)	₹60,000/-

The qualification, experience, age limit and job description for the above post is as under:

1. TBI Manager: 01 Post

Essential Qualification :

- M Tech. in relevant disciplines of Agricultural & Food Engineering / Technology from recognised Universities / Institute of repute with 2 years' post qualification experience in related field and good track record.
- OR**
- M Sc in Agriculture / Horticulture / Food Technology from recognised Universities / Institute of repute with 3 years' post qualification experience in related field and good track record.
- OR**
- Two-year full time MBA / PGDM in Agri Business Management / Agri Business and Plantation Management / Rural Management / Rural Development / Innovation, Entrepreneurship and Venture Development from recognised Universities/Institute of repute with 2 years' post qualification experience in related field and good track record.

Desirable : Experience in operations of agri startup / innovation / incubation / entrepreneurship / business and knowledge management. Good verbal and written communication skills. Strong literacy in computer, MS Office and Internet.

Maximum age limit: Not exceeding 35 years

Job Description: Implementation of the overall incubation program, organizing outreach programs, investors meet, workshops, hackathons, events, etc., preparing essential reports, ppts etc, fund raising, due-diligence, procurement of equipment, furniture and other assigned tasks.

General Instructions

1. Agri Business Incubation Foundation IIT Kharagpur, a Section 8 Company under Companies Act, 2013, the terms and conditions of appointment shall be governed accordingly to the regulations of Section 8 Company applicable for its employees.
2. An application fee of Rs.500/- (Rupees Five Hundred Only) should be paid in the following bank account through IMPS/NEFT/RTGS etc. The transaction proof including (UTR No./Transaction ID) shall be attached with application form.
 - a. Name of Bank A/c: Agri Business Incubation Foundation IIT Kharagpur;
 - b. Bank Name and Address: State Bank of India (00202); P.O - Kharagpur Technology, Dist: Midnapore; West Bengal - 721302;
 - c. Account No: 39858438100; IFSC Code: SBIN0000202;

3. The Foundation reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Technical Institute/University/Research Institution.
4. The Foundation also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. Degree/Diploma as referred above should have been awarded by a recognized University/Institute.
6. The candidate applying for the post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.
7. Mere eligibility will not vest any right on any candidate for being called for Interview. The decision of the Foundation in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
8. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer at the time of Interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
9. Candidate should submit a certificate from the employer/competent authority that no vigilance/disciplinary case is either pending or contemplated against him/her.
10. The Foundation shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Foundation shall be terminated.
11. Foundation strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
12. The Foundation reserves the right to call only the requisite number of candidates for Interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
13. Incomplete applications or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
14. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
15. No TA/DA will be paid for appearing in the Selection Process.
16. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of offline application i.e. **April 26, 2024**
17. Candidate are advised to fill their correct and active e-mail addresses in the offline application as all correspondence will be made by the Foundation through e-mail only. Interview schedule will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (hard copy) will be sent for this purpose. Further, for any updates, please visit website [<https://www.abifiitkgp.com> >> Notices >> Recruitment] regularly, for subsequent amendments/corrigendum, if any.
18. Candidate possessing requisite qualification and experience are required to apply **OFFLINE** in the given format and send a signed copy along with self-attested certificates/testimonials, subscribing the cover "*Application for the post of TBI Manager*" to the **Chief Executive Officer, ABIF IIT Kharagpur, IIT Kharagpur Campus, Paschim Medinipur, West Bengal-721302** through registered post / speed post on or before **April 26, 2024**.
19. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

If any problem is encountered during offline application, please contact through e-mail info.abifiitkgp@gmail.com


निदेशक/Director
ABIF IIT Kharagpur

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APPLICATION FOR THE POSITION OF TBI MANAGER

ADVERTISEMENT NO.	ABIF/R/2024/02 Dated March , 2024		Paste self-attested Recent Passport Photo
FOR OFFICE USE ONLY	APPLICATION NO.	DATE OF SUBMISSION :	
NAME			

1. PERSONAL DATA

Date of Birth			Place of Birth			Father's Name :		
Day	Month	Year	City/Town/Vill.	District	State	Mother Name :		
						Nationality :		
						Marital Status :		Sex :

2. Address

Mailing Address				Permanent Address			
Address	:			Address	:		
City/Town/Vill.	:			City/Town/Vill.	:		
District	:			District	:		
State	:			State	:		
Country	:			Country	:		
PIN	:			PIN	:		
Telephone	:			Telephone	:		
Mobile	:			Mobile	:		
FAX	:			FAX	:		
Email	:			Email	:		

3. EDUCATIONAL QUALIFICATIONS (Highest to lowest)

VIII/10+2/ Degree/ Examination	School/ College/ Institute / University	Affiliated University/Board/ Autonomous Body	Passing Year	Discipline, if any	Division /Class	Percentage/ GPA Obtained	Percent /GP	Rank, if any in (Board/ University)

4. EXPERIENCE DETAILS (latest first)

Organization	Designation	From Date	To Date	Total Period	Scale of Pay/Pay Matrix Level	Basic Pay/ Pay in the Pay Matrix Level	Grade Pay	Total Pay or Consolidated Amount	Nature of Experience

5. Additional Remarks

Special qualification or experience, including the computer knowledge, which have not been included under the heads given above

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6. Referee Reference

Name	Designation	Organization	Email ID	Contact No.	Address

7. Application Fee Details

UTR / Transaction No	Transaction Date	Name of the Bank	Branch Name	Amount (Rs.)

8. Self-attested supporting documents of Date of Birth, Qualifications and Experience (if any) must be enclosed with the hard copy of application

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Candidate's Signature with date

To
 The Chief Executive Officer
 ABIF IIT Kharagpur
 IIT Kharagpur Campus, Kharagpur
 Paschim Medinipur, West Bengal-
 721302.