



अनुसंधान एवं विकास प्रकोष्ठ / Research & Development Cell

Advt. No.: CUPB/RDC/2023/209

Dated: 16/10/2023

WALK-IN INTERVIEW

Central University of Punjab Research and Development Foundation (CUPRDF), is an Incubator established under DST NIDHI iTBI at Central University of Punjab, Bathinda. The foundation would emphasize on the incubation of ideas with due emphasize on food processing and agriculture based startups, however no limiting to other incubation ideas.

The CUPRDF is a Not for Profit organization located within the campus of CUP Bathinda with a focus on translation of research and technology to startups while providing access to an ecosystem for startups.

A walk-in interview will be held on **1st November, 2023** at **10:30 AM** in the **IQAC Committee Room, Aryabhata Academic Block**, Central University of Punjab, VPO Ghuda, Bathinda for recruitment of following positions under CUPRDF:

S	Name of the Position	No. of Post(s)
1	Associate	1 (One)
2	Attendant	2 (Two)

DETAILED ELIGIBILITY AND JOB DESCRIPTION FOR THE POSITIONS

ASSOCIATE		
1.	No. of Post	: 1 (One)
2.	Salary	: The salary will be Rs. 25,000 (consolidated) per month. Performance based incentives in subsequent years as a salary growth of 10% p.a. on first year salary for next two years.
3.	Term of engagement:	: The initial period of appointment will be for 1 year on contractual basis extendable on mutual consent. Contract can be terminated with 1 months notice on either side. Extension of post beyond three years period is based on the self-sustainability of the incubation centre.
4.	Qualifications & Experience	: The candidate must hold a Post Graduation Degree in Science/Technology/Engineering from a recognized Institution, and have a minimum of 1 year of experience.
5.	Desirable	: Degree & Experience in Food Science/ Technology/ Engineering. Experience of file drafting and administration. Diploma in IP law/ Patenting /accounts and management. Working knowledge of computers.

6.	Roles and Responsibilities	:	The key responsibilities of the Associate will be (i) Reporting to CEO & Manager (ii) to assist CEO and Manager in establishment of a Central University of Punjab Research and Development Foundation (CUPRDF) at CUP, Bathinda and (iii) to manage and maintain the day-to-day operation of mechanical workshop and food processing plant (iv) general office work and (v) assisting incubates. (vi) keeping account of earnings and expenses related to the operations and expansion of the CUPRDF, (vii) complying with all finance, accounts and audit requirements. (viii) He/she will be expected to work closely with the CUPRDF and CIL at CUP, Bathinda to ensure technical compatibility for the CUPRDF and incubates. (ix) He/she also should be helping to promote CUPRDF through various conduct of activities at the centre.
ATTENDANT			
1.	No. of Post	:	2 (Two)
2.	Salary	:	The salary will be Rs. 15,000 (consolidated) per month. Performance based incentives in subsequent years as a salary growth of 10% p.a. on first year salary for next two years
3.	Term of engagement:	:	The initial period of appointment will be for 1 year on contractual basis extendable on mutual consent. Contract can be terminated with 1 months notice on either side. Extension of post beyond three years period is based on the self-sustainability of the incubation centre.
4.	Qualifications & Experience	:	10+2 with working experience.
5.	Desirable	:	- Certificate Course in Computers. - Diploma in Food Science/Technology/Engineering. - Working Knowledge of Accounts and Audit.
6.	Roles and Responsibilities	:	The key responsibilities of the <i>Attendant</i> will be (i) Reporting to Manager & Associate (ii) to assist Associate to manage and maintain the day-to-day operation of mechanical workshop and food processing plant (iii) general office work and (iv) assisting incubates in their difficulties in mechanical prototyping. (v) He/she will be expected to work closely with the CUPRDF and CIL at CUP, Bathinda to ensure technical compatibility for the CUPRDF and incubates. (vi) He/she also should be helping to promote CUPRDF through various conduct of activities at the centre.

APPLICATION PROCESS:

Interested candidates shall have to bring duly filled application form in prescribed format along with original academic documents and experience certificate(s) and one set of self attested photocopies thereof on scheduled date, time and venue:

DATE OF INTERVIEW: 1st November, 2023 at 10:30 AM. Reporting time: 09:30 AM.

VENUE: **IQAC Committee Room, Aryabhata Academic Block,**
Central University of Punjab, VPO Ghuda, Bathinda-151401.

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for Central University of Punjab
Sd/-xx
(ANJANA MUNSHI)
Director R& D Cell