

## Employment Notification

ASPIRE-BioNEST is inviting applications from eligible candidates for project based Business Development Officer and Junior Technical Officer positions. The advertised positions are purely temporary and coterminous with project.

### **1. Incubator Promotion Officer/ Business development Officer (BDO)**

**Nature of Job:** Key responsibilities of CPO would be to report to the Chief Executive Officer in

- a) Promoting the ASPIRE-BioNEST incubation center online and off-line
- b) Create the promotional (workshops, conferences, outreach etc.) material enhancing the visibility of the Incubation center
- c) Creating and Coordinating making the Brochures, Flyers, information material of the incubation center
- d) Coordinating the incubator-incubatee meetings for activities including advisory and project appraisal meetings
- e) Conduct events which enhance incubatee-incubator interaction.
- f) Scouting for new funding programs/ schemes
- g) Travel may be necessary.

**Essential Qualifications and Experience:** The candidate should have a **MBA** from a recognized University / institution. Preference will be given to those who have demonstrated work experience from an incubation center or agencies with promotional activities. Age limit: Below 30 years as on 01/08/2020.

**Desirable Expertise:** Good knowledge in promotional activities; Good writing and communicative skills in English; Demonstrative knowledge in presentation skills, brochure preparations, advertisement skills; Computer literacy and numeracy.

**Salary:** The position is temporary and carries 40,000/- consolidated per month for a period of one year with a possibility of extension with mutual interest. In case of deserving candidates, higher pay may be considered.

**How to Apply:** Interested candidates fulfilling the essential qualifications may send their applications in the attached prescribed format, **only** through e-mail to [uohbionest@uohyd.ac.in](mailto:uohbionest@uohyd.ac.in) by mentioning the position applied for in the subject line. The last date for submission of applications is **20<sup>th</sup> August 2020 5.30 PM**. Eligible candidates will be called for an interview and they should provide all original certificates of the qualifying exam and experience. **Expected date of joining is between 1<sup>st</sup> September to 15<sup>th</sup> September 2020.**



# ASPIRE-BioNEST Bio-Incubator



## Tech-Information Officer/ Junior Technical Officer (JTO)

**Nature of Job:** Key responsibilities of TIO would be responsible for maintaining the technology infrastructure of ASPIRE-BioNEST.

### **Job Description**

- (a) Creating, periodic maintaining, and updating of ASPIRE-BioNEST website
- (b) Assisting the senior staff in preparation of promotional material including brochures, flyers, presentations of the incubation center
- (c) Troubleshoot and maintain local area network, surveillance camera network, audio-visual assistance in meetings, and fire-safety systems, and office instrumentation of ASPIRE-BioNEST.
- (d) Electronic management of inventory

**Qualifications and Experience:** The candidate should have **graduation in any branch of engineering** from a recognized University / institution with a preference in knowledge in electronics & IT. Preference will be given to those who have previous work experience in scientific organizations.

**Salary:** The position is temporary and carries 35,000/- consolidated per month for a period of one year with a possibility of extension upon mutual interest. Age limit: Below 28 years as on 01/08/2020

**How to Apply:** Interested candidates fulfilling the essential qualifications may send their applications in the attached prescribed format, **only** through e-mail to [uohbionest@uohyd.ac.in](mailto:uohbionest@uohyd.ac.in) by mentioning the position applied for in the subject line. The last date for submission of applications is **20<sup>th</sup> August 2020 5.30 PM**. Eligible candidates will be called for an interview and they should provide all original certificates of the qualifying exam and experience. **Expected date of joining is between 1<sup>st</sup> September to 15<sup>th</sup> September 2020.**