



**CENTRAL TOOL ROOM AND TRAINING CENTRE
BHUBANESWAR**

Date:- 30-5-2018

WALK IN INTERVIEW

POST:- INCUBATION MANAGER

CTTC -Technical Business Incubator (TBI), Looking for a dynamic and competent professional to engage as Manager on contractual basis.

Eligibility: Bachelor in Engineering, having 3-5 years of experience in managing TBI.

Salary: Negotiable (Not constraint for right and deserving candidates).

Date & Time of Interview: 21/06/2018, 10.00AM

Note: - for further information visit website: www.cttc.gov.in

Contact: Dr S.K.Kar, Head (M&C)

1) MANAGER – TECHNICAL BUSINESS INCUBATION (TBI)

Educational Qualification: i) B.Tech / B.E. in any branch of engineering from recognised Institution / University.

ii) B.Tech with MBA shall be desirable.

Experience:

- 3-5 years' of experience in managing Technical Business Incubation Centre.
- Should be well conversant with TBI ecosystem.

Desirable

- Awareness of entrepreneurship / small business - Preferable:
 - a. Understanding of the several components of business planning
 - b. Basic Knowledge of financial management
 - c. Acquainted with administrative functions
- Knowledge and understanding of innovation & Creativity delivery

Other skills and requirements

- Passionate about Entrepreneurship and Innovation
- Excellent English communication skills – both oral and written
- Good Public Relation skills, Innovative
- Good computer skills especially – MS-word, MS-Power Point and MS-Excel
- Reasonably good negotiation skills
- Ability to work independently

JOB DESCRIPTION

- a. Overall coordination of all activities of Incubator
- b. Responsible for business development, creation of network of service providers / mentors and programmes of Incubator
- c. Supervise the development, continuous improvement and implementation of the incubation process and packages
- d. Liaison with the Government and other stake holders in the region.
- e. Coordination with the HOST INSTITUTION – for access to technical resources, faculty support etc.
- f. Coordinating the events / workshops and other programmes related to Incubation & IPR
- g. Experience in conducting Training programmes on EDP/Technology Innovation/IPR will be added advantage.

Duration of Contract: 01 Year, shall be renewed based upon the performance.

Salary: Consolidated Salary (Negotiable), It will be increased annually with increment subject to continuation

Contact for query/clarification: Dr S.K.Kar, 0674-3011704