



**SRI PADMAVATI MAHILA VISVAVIDYALAYAM  
(WOMEN'S UNIVERSITY)**

**Tirupati – 517 502, Andhra Pradesh  
Technology Business Incubator**

**SPMVV Society for Innovation Incubation and Entrepreneurship (SSIIE)**

Applications are invited for the following positions

Positions	No.of Posts
CEO @ Rs.1,25,000/- p.m	1
Incubation Manager @ Rs.75,000/- p.m	1
Scientific Assistant @ Rs.30,000/- p.m	2
Lab Assistants @ Rs.15,000/- p.m	2
Computer Operator @ Rs.15,000/- p.m	1

**"Chief Executive Officer" for the project "TBI- SSIIE"**

Essential Qualifications	Post Graduate Degree in Engineering/Technology/Life Sciences/Bio-Technology/Pharmacy from a reputed Indian/Foreign University/Institute <b>or</b> Post Graduate Degree in Management with Bachelors in Engineering/Technology from a reputed Indian/Foreign University/Institute.  Ph. D. Degree in concerned or related discipline is desirable.
Essential Experience	Minimum 10 years of total work experience which may include a combination of Entrepreneurship, Entrepreneurship Development, Management, Engineering/ Technology/ Design/Research and Development, MSME management.  Candidates with no experience in Entrepreneurship and Entrepreneurship Development need not apply.
Desirable	<ol style="list-style-type: none"><li>1. Strong technical skills. Must be able to participate in discussions with incubate companies and provide feedback and direction.</li><li>2. Administrative and managerial skills. Must be able to motivate and work with a team consisting of people with different skill sets and backgrounds.</li><li>3. Strong English writing, presentation and analytical skills.</li><li>4. Ability to work independently and provide vision to the incubate companies as well as the incubation team.</li><li>5. Should have knowledge of IPR policies and patent filing.</li></ol>
Job Profile	Administration and monitoring of the entire Technology Business Incubation program that involves procuring applications for potential start-ups, screening and evaluation of applications, working with the Internal and External committees for fund generation to entrepreneurs. Conducting inspirational events and capacity building programs. Tracking all financial activities such as fund disbursement, milestone tracking, financial reporting etc.
Salary Range and other facilities	Consolidated pay of Rupees one Lakh twenty five thousands only per month - with 10% yearly increment. Taxes apply.

The post is purely on temporary basis but may extend year by year based upon the candidate's performance. If the performance is not satisfactory it may lead to termination. The tenure of the project is five years. Preference will be given to women candidates.

Applications in prescribed format, along with a summary of bio data may be sent to the following by post to **The Registrar, Sri Padmavati Mahila Visvavidyalayam (Women's University), Tirupati - 517502, Andhra Pradesh.** The post applied for shall be mentioned on the cover. Application may also be submitted by email to [tbi.spmvv@gmail.com](mailto:tbi.spmvv@gmail.com). The filled in application has to be submitted on or before **16-08-2017**.

**"Incubation Manager" for the project "TBI- SSIIE"**

Essential Qualifications	Post Graduate Degree in Engineering/Technology/Life Sciences/Bio-Technology/Pharmacy from a reputed Indian/Foreign University/Institute <b>or</b> Post Graduate Degree in Management with Bachelors in Engineering/Technology from a reputed Indian/Foreign University/Institute.  Ph. D. Degree in concerned or related discipline is desirable.
Essential Experience	Minimum 8 years of total work experience which may include a combination of Entrepreneurship, Entrepreneurship Development, Management, Engineering/ Technology/ Design/ Research and Development, MSME management.  Candidates with no experience in Entrepreneurship and Entrepreneurship Development need not apply.
Desirable	<ol style="list-style-type: none"><li>1. Strong technical skills. Must be able to participate in discussions with incubate companies and provide feedback and direction.</li><li>2. Administrative and managerial skills. Must be able to motivate and work with a team consisting of people with different skill sets and backgrounds.</li><li>3. Strong English writing, presentation and analytical skills.</li><li>4. Ability to work independently and provide vision to the incubate companies as well as the incubation team.</li><li>5. Should have knowledge of IPR policies and patent filing.</li></ol>
Job Profile	Supervision of the entire Technology Business Incubation program that involves procuring applications for potential start-ups, screening and evaluation of applications, working with the Internal and External committees for fund generation to entrepreneurs. Conducting inspirational events and capacity building programs.
Salary Range and other facilities	Consolidated pay of Rupees Seventy five thousand only per month - with 10% yearly increment. Taxes apply

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**“Scientific Assistant 1” for the project "TBI- SSIIE"**

Essential Qualifications	Post Graduate Degree in Engineering/Technology from a reputed Indian/Foreign University/Institute.
Essential Experience	Minimum 3 years of total work experience in technologies.
Desirable	<ol style="list-style-type: none"> <li>1. Strong technical skills. Must be able to participate in discussions with incubate companies and provide feedback and direction.</li> <li>2. Strong English writing, presentation skills and generation of reports.</li> <li>3. Ability to work independently and also with incubation team.</li> <li>4. Provide vision to the incubate companies as well as the incubation team.</li> </ol>
Job Profile	Overseeing the entire Technology Business Incubation program that involves seeking applications for potential start-ups, screening and evaluation of qualified applications, working with the Internal and External committees to provide funding to entrepreneurs. Conducting inspirational events, capacity building programs and scientific reporting.
Salary Range and other facilities	Consolidated pay of Rupees Thirty thousand only per month - with 10% yearly increment. Taxes apply

**“Scientific Assistant 2” for the project "TBI- SSIIE"**

Essential Qualifications	Post Graduate Degree in Bioinformatics /Bio-Technology/Pharmacy from a reputed Indian/Foreign University/Institute.
Essential Experience	Minimum 3 years of total work experience in technologies which may include Bio-informatics/Bio-Technology/Pharmacy.
Desirable	<ol style="list-style-type: none"> <li>1. Strong technical skills. Must be able to participate in discussions with incubate companies and provide feedback and direction.</li> <li>2. Strong English writing, presentation skills and generation of reports.</li> <li>3. Ability to work independently and also with the incubation team</li> <li>4. Provide vision to the incubate companies as well as the incubation team.</li> </ol>
Job Profile	Overseeing the entire Technology Business Incubation program that involves seeking applications for potential start-ups, screening and evaluation of qualified applications, working with the Internal and External committees to provide funding to entrepreneurs. Conducting inspirational events, capacity building programs and scientific reporting.
Salary Range and other facilities	Consolidated pay of Rupees Thirty thousand only per month- with 10% yearly increment. Taxes apply

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**“Lab Assistant- 1” for the project "TBI- SSIE"**

Essential Qualifications	Bachelor’s Degree in Engineering/Technology from a reputed Indian/Foreign University/Institute.
Essential Experience	Minimum 3 years of total work experience at labs which may include of Engineering/Technology.
Desirable	<ol style="list-style-type: none"><li>1. Strong technical and communication skills..</li><li>2. Ability to work independently as well as with the incubation team.</li><li>3. Helps incubates in performing their experiments and preparation of reports.</li><li>4. Hands-on experience on Maintenance of scientific equipment.</li></ol>
Job Profile	Oversee maintenance and operation of computer hardware systems. Control console of mainframe digital computer or set of minicomputers. Perform maintenance tasks such as checking for viruses, backing up tape, upgrading software, and other basic maintenance.
Salary Range and other facilities	Consolidated pay of Rupees Fifteen thousand only per month - with 10% yearly increment. Taxes apply

**“Lab Assistant- 2” for the project "TBI- SSIE"**

Essential Qualifications	Bachelor’s Degree in Life Science/Bio-Technology/Pharmacy from a reputed Indian/Foreign University/Institute.
Essential Experience	Minimum 3 years of total work experience at labs which may include of Life sciences/Bio-Technology/ Bio-informatics/Pharmacy.
Desirable	<ol style="list-style-type: none"><li>1. Strong technical and communication skills..</li><li>2. Ability to work independently as well as with the incubation team.</li><li>3. Helps incubates in performing their experiments and preparation of reports.</li><li>4. Hands-on experience on Maintenance of scientific equipment.</li></ol>
Job Profile	Overseeing the timely preparation of laboratory equipment and materials for science labs, employing safe work practices in the science laboratory by applying Occupational Health and Safety legislation. Safe storage, disposal of chemicals and biological residues in accordance with regulations. Safe storage of laboratory equipment and materials. Cleaning of laboratory equipment and laboratory preparation areas.
Salary Range and other facilities	Consolidated pay of Rupees Fifteen thousand only per month - with 10% yearly increment. Taxes apply

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**“Computer Operator ” for the project "TBI- SSIIE"**

Essential Qualifications	Any Bachelors Degree with PGDCA or Bachelors Degree in Computer Science from a reputed Indian/Foreign University/Institute.
Essential Experience	Minimum 3 years of total work experience as computer operator at fields which may include MS office.
Desirable	<ol style="list-style-type: none"><li>1. Strong technical and communication skills.</li><li>2. Ability to work independently and also in teams.</li><li>3. Good exposure in MS Office, Adobe, Photoshop, PageMaker, DTP Publishing etc.</li><li>4. Experience on report generation and analysis.</li></ol>
Job Profile	Oversee maintenance and operation of computer hardware systems. Control console of mainframe digital computer or set of minicomputers. Perform maintenance tasks such as checking for viruses, backing up tape, upgrading software, and other basic maintenance.
Salary Range and other facilities	Consolidated pay of Rupees Fifteen thousand only per month - with 10% yearly increment. Taxes apply

The post is purely on temporary basis but may extend year by year based upon the candidate's performance. If the performance is not satisfactory it may lead to termination. The tenure of the project is five years. Preference will be given to women candidates.

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