



# PERIYAR UNIVERSITY

Salem-636011, Tamil Nadu, India  
NAAC A Grade -State University- NIRF Rank 68

## PUB INCUBATION CONFEDERATION

(CIN:U80900TZ22019NPL031555)

Lr. No. PU/PUB-IC/Recruitment/01/2019

05.08.2019

### Application for the Positions in PUB Incubation Confederation

Applications are invited for the following tenure posts in contractual basis for the period of three years under EDII-TN funded Periyar University Business Incubation Confederation (PUB-IC), a Section 8 Company established at Periyar University, Salem.

Name of the Post	Number of Vacancy	Consolidated Salary per Month (Rs.)*	Age preferable in years	Date of Interview
Chief Executive Officer (CEO)	01	Rs.30,000/-	Below 40 Years	26.08.2019; Monday, 11 am; Periyar University, Salem
Technical Assistant (TA)	01	Rs.10,000/-		
Office Assistant (OA)	01	Rs.10,000/-		

\*The salary is subjected to revision

#### How to Apply:

Applicants are requested to submit the academic and professional skills, names and contact addresses (including phone number/fax/e-mail) of three referees and a recent passport size photograph on or before 22.08.2019 through google form link by uploading attested / self-attested photocopies of certificates.

[https://docs.google.com/forms/d/e/1FAIpQLSdMx8WfJ7s\\_ZRSSsZyoS\\_2qdJ1pZw2xPaUBXvzbET2Gq2s21g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdMx8WfJ7s_ZRSSsZyoS_2qdJ1pZw2xPaUBXvzbET2Gq2s21g/viewform?usp=sf_link)

#### Qualifications and Responsibilities

1. Chief Executive Officer (CEO):

##### Essential qualification

- Graduation in Food Science and Nutrition/Food Technology/Food Processing/Food and Nutrition/Food Science, Technology and Nutrition/Nutrition and Dietetics discipline. M.Sc./MBA in Food Business Management graduates are preferable.
- HACCP Level 3 completion/FSSAI - Food Safety Supervisor (Advanced Manufacturer) Training completion is most preferable.
- Minimum experience/knowledge and understanding in Business Incubation/Food Business/Entrepreneurship Development/Technology Commercialisation, Management of Food Business Start-ups and Clusters.
- Internship or training in food industries.
- Good Communication Skills, Capacity to Rapport and Passion in entrepreneurship.

##### Roles and Responsibilities

- Manage and run PUB-IC as Section 8 company at Periyar University Salem, with current regulatory compliance requirements.
- Business strategy and executing day-to-day operations and formation of different clusters of PUB-IC.
- Attracting funds through different external agencies (CSR funds/ Venture capital funds/Angel funds and others) for sustainability of the company.
- Business plan, Detailed Project Reports (DPRs), bankable projects and business model preparations for entrepreneurs/incubates.



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- Demonstrated abilities to engage incubates/ entrepreneurs with various stakeholders such as regional and global market, import and export procedures.
- Spotting novel ideas that has potential for Food business operations.
- Knowledge on intellectual property rights management and protection (Patent, Copy Right, Trademark etc.).
- Proven ability on successfully organizing programme / workshop / investor meet.
- Excellent written and verbal communication skills in English language. Fluency in Tamil language and other regional languages are advantageous.
- Offline and online marketing tools.
- Financial management of the Company under the directions of the Board of Directors and Project Management and Review Committee (PMRC).

### 2. Technical Assistant:

#### **Essential qualification**

- a) Graduation in Food Science and Nutrition/Food Technology/Food Processing/Food and Nutrition/Food Science Technology and Nutrition/Nutrition and Dietetics discipline.
- b) HACCP Level 3 completion/FSSAI - Food Safety Supervisor (Advanced Manufacturer) Training completion is preferable.
- c) Training or internship in food industries.

#### **Roles and Responsibilities**

- Establishing market linkages, conduct market studies, supply chain Management
- Identifying new potential ideas, innovation in products and markets
- Handle equipments in production units and conduct hands on training
- Operation and maintenance of machinaries
- Design Pamphlets, food labels, brochures etc.
- Need to have better negotiation skill
- Maintenance of website and IT systems
- Maintaining customer relationship
- To assist CEO, Board of Directors/ Board of Governance in all the activities of PUB-IC
- Attracting funds through external grants, angel investors, crowd funding, venture capital, seed money and other sources for sustaining the company.

### 3. Office Assistant:

#### **Essential qualification**

- a) Graduation in any discipline with computer skills
- b) Computer type writing skills in English and Tamil
- c) Skilled in accounts maintenance, balance sheet, tally etc.
- d) Good writing skills in English and Tamil

#### **Roles and Responsibilities**

- Maintain records, registers, stocks, reports, bill books, inventory of sales, online transactions and accounts of PUB-IC.
- Typewrite the information in both English and Tamil and documentation of information
- Handle the ERP softwares meant for food industries
- To assist CEO, Board of Directors/ Board of Governance in all the activities of PUB-IC