



JHARKHAND UNIVERSITY OF TECHNOLOGY

(Jharkhand University of Technology Campus)

Sirkha-Toli, Namkum, Ranchi- 834010 (www.jutranchi.ac.in)

Advertisement No. JUT-573/2021-370

Date: 24-03-2022

Advertisement details for the post of Incubation Manager
(For Project funded under Corporate Social Responsibility of
Central Coalfields Limited, Ranchi)

Jharkhand University of Technology (JUT), Ranchi, invites application for the post of Incubation Manager (Under Project of Corporate Social Responsibility of C.C.L., Ranchi) to engage purely on Contract for one year and may be extended further for two years at EKJUT (Technology Business Incubator) Center.

- I. **Essential Qualifications & experience:** The candidate/ applicant must hold an P.G./ M.B.A./ M.B.E. / PGDBM/ with a specialization in Marketing Management or Business Economics from a recognized Institute/ University, and have at least 3 to 5 years of experience working in a Technology Business Incubator.
- II. **Emolument:** The emolument will be Rs. 75,000/- (consolidated) per month.
- III. **Upper age limit:** Below 50 (Fifty) years (Age shall be calculated as on the last date of application).
- IV. Demand Draft (DD) of Rs. 1000/- (One Thousand) as application fee should be in favour of “JUT Training and Consultancy” and should be payable at Ranchi.
- V. Completely filled up Application forms along with DD and one self-addressed stamped envelope (25 cm X 12.5 cm size) should reach to “The Registrar, Jharkhand University of Technology, Science & Technology Campus, Sirkha Toli, Namkum, Ranchi- 834010” by Speed Post/ Registered post or by Hand only on or before 11th April 2022 latest by 5:00 p.m. University will not be responsible for any postal delay at any stage. The envelope should be superscribed with the name of the post, advertisement number and date.
- VI. The University reserves the right to:
 - a. Draw panel(s) for future appointment(s) in the event of occurrence of a vacancy caused by non-joining of applicant/ candidate(s) within the stipulated time or where a applicant/ candidate joins but resigns or dies within a period of a year from the date of joining;
 - b. Modify/withdraw/cancel any communication made to the applicant/ candidate(s) at any stage without assigning any reason;



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- c. Extend the last date of receipt of the application.
 - d. Can consider the applications received after last date.
 - e. Can consider the appointment on deputation/ contract basis.
- VII. Application fees once paid shall not be refunded under any circumstances.
- VIII. Application received after the last date shall not be considered.
- IX. The university shall verify the antecedents or documents submitted by a candidate at any time i.e., at the time of interview or during tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, his/her services shall be terminated.
- X. In case of any dispute/ambiguity that may occur in the process of selection at any stage the University reserve the right to modify/ withdraw/ cancel any communication made to candidates also decision of the University shall be final.
- XI. Candidates should send self-attested copies of certificates and mark-sheets from Xth std. onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview or when called for.
- XII. No correspondence/communication shall be entertained from the candidates regarding postal delays and the selection process.
- XIII. In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Hon'ble High Court, Ranchi.
- XIV. The prescribed application format is given in **Section-'A'** which shall be used by the applicant/ candidate, which can be downloaded from the university website (www.jutranchi.ac.in). Incomplete application form without signature of candidate, in any other format or without the prescribed fee shall be liable to be rejected.
- XV. No TA/DA shall be paid to the candidates for attending the interview.
- XVI. The University reserves the right to alter/insert any additions/corrections in the advertisement on the University website before the last date prescribed for the receipt of applications, for which the candidates are advised to be in the lookout for announcements in the website (www.jutranchi.ac.in).
- XVII. Canvassing in any form may lead to cancellation of candidature.



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XVIII. **Mode of Selection:** The screening (shortlisting) and selection criteria for the position of Incubation Manager at EKJUT (Under Corporate Social Responsibility Project of C.C.L., Ranchi) is as follows:

“A two-stage process would be adopted for the selection of Incubation Manager for Technology Business Incubator (Named as EKJUT) Center purely on contract. Two different committees would be formulated. One for screening (shortlisting) of the candidates and another for interviewing of the candidates. Only the shortlisted candidates would be appeared for the interview. The final merit list would be prepared on the basis of points allotted by the screening committee and the points allotted by the interview committee”.



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XIX. **The Screening criteria:** The applicant who fulfill the above mentioned Essential qualifications and experiences would be considered to allocate scores by the screening committee. The format for scoring would be as follows (80 points= 60+20):

S. n.	Criteria	10 Points	10 Points	10 Points	15 Points	15 Points	Total = 60 Points
1	Academic qualifications (Essential Criteria)	10 th 1 st Division=10 10 th 2 nd Division=7 10 th 3 rd Division=4	12 th 1 st Division=10 12 th 2 nd Division=7 12 th 3 rd Division=4	UG 1 st Division=10 UG 2 nd Division=7 UG 3 rd Division=4	PG 1 st Division=15 PG 2 nd Division=10 PG 3 rd Division=5	PhD + MPhil=15 PhD=10 M. Phil=5	
Sr .	Criteria for Work experience	05 Points	05 Points	05 Points	05 Points		Total = 20 Points
1	Work experience Candidates who have worked as an Incubation Manager or a higher position in a University/ Institute based Technology Business Incubator will be given preference.	In Higher Academics Institutions: Experience: 8 years & above= 05 Experience: 5 to 7 Yrs= 03 Experience 2-4 Yrs= 02	As Incubation Manager: Experience: 8 years & above= 05 Experience: 5 to 7 Yrs= 03 Experience 2-4 Yrs = 02	As Project Officer/ Manager: Experience: 8 years & above= 05 Experience: 5 to 7 Yrs= 03 Experience 2-4 Yrs = 02	As Consultant: No. of Consultancy: 7 & above = 05 3 to 6 = 03 below 5 = 02		

Note- Action by the Screening Committee: The screening of the applications for the post of Incubation Manager will be based on the points allocated to the applicant. Only those applicants will be allowed to appear in the interview who will have minimum of 40 points out of 80 points as per above clause - I.



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XX. **Interview of the shortlisted candidates:** The interview would carry twenty (20) Points weightage. The criteria would be as follows:

Marking Scheme interview

S. N.	Particulars	Maximum Point	Remarks
1.	Domain Knowledge	4	
2.	Attitude and motivation	4	
3.	Communication Skills	4	
4.	Strategic & Visionary Approach	4	
5.	Leadership Ability to work and working in a team environment	4	
	Total	20	

- Note:-**
- The final merit list would be prepared on both (screening and interview) the aforesaid criteria out of 100 points (80+20).
 - The list of shortlisted applicants for the Interview shall only be published over the University website and accordingly they will be communicated through email/ phone calls to participate in the interview.

XXI. **Service terms and conditions:**

- The period of service contract initially shall be of one year, if performance is found up to the satisfactory level, the service contract may be extended further one year, also this shall not be extended more than two years;
- Monthly fixed wages shall be (paid as salary) Rs. 75,000/- (seventy five thousand) only and applicable to ten (10%) percent yearly increase.
- Incubation Manager shall discharge his service under the supervision of the Center Superintendent (C.S.) of the EKJUT Centre in coordination with the Nodal Officer.
- For journeys in connection with his/ her duties, travelling allowance rules of the Jharkhand State will applicable.



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5. Provision of Casual Leave and holiday's calendar of the University employees shall also be applicable to him/ her, and no other kind of leave be admissible.
6. Over payment if any made by the University will be recovered from his/ her even after expiry of service contract period.
7. If performance is not found suitable service contract period may be ended with one-month prior notice.
8. Person appointed as Incubation Manager will have no right to claim absorption on regular post in the University.
9. In case of any dispute/ambiguity that may occur in the process of selection at any stage the University reserve the right to modify/ withdraw/ cancel any communication made to candidates also decision of the University shall be final.
10. Any other directives issued by the Vice-Chancellor or as per JUT Norms shall be applicable.

By order of the Vice Chancellor

Sd/-

Registrar,

Jharkhand University of Technology, Ranchi



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Section-‘A’

(Application Format for the post of Incubation Manager)

To
The Registrar,
Jharkhand University of Technology,
J.U.T. Campus,
Sirkha Toli, Namkum,
Ranchi- 834 010 (Jharkhand)

Self-Attested
Photograph

Advertisement No.		Amount of Bank Draft	
Post Applied for		Name of issuing bank	
Department		DD Number & date	

1.	Name in full (in capital letters)	
2.	Father's / Husband's Name	
3.	Mother's Name	
4.	Aadhar number	
5.	Date of birth (please attach true copy of certificate)	
	Age on 11/04/2022	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day
6.	a) Marital Status: Married/Unmarried	b) Sex: Male / Female
7.	a) Permanent address:	b) Correspondence Address: (Any change of address should at once be communicated to the University)
	Mobile No.	E-mail ID
8.	Nationality	
9.	Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt./PSU/ Autonomous Body? If yes, give details in a separate sheet.	



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10. Educational Qualifications:

Education	Name of Degree	Board/ University	Year of Passing	Full Marks	Marks Obtained	% of marks	Class/ Grade	Certificate No
								Mark sheet No
10th/SSE								
12th/HS								
Graduation								
Post Graduation								
Ph.D.								
Other (if any)								

11. Experience Details: Write chronologically i.e., from the initial appointment of current appointment. (If necessary, use additional sheet in the following format)

Sl. No.	Name of Post	Name of University/ College/ Institution/ PSU's	Name of Department	Nature of Post (Permanent/ Temporary/ Contractual/ Ad- hoc)	Type of Experience (Teaching/ Research/ Administration)	From (DD/MM/YY)	To (DD/MM/YY)	Period/ Experience (YY/MM/DD)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								



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12. Working knowledge of Computer: Yes No

13. Whether you are presently employed:

Yes No (Please ✓ in the box)

If Yes, give the following information:

Name of Post	Nature of Post (Permanent/ Contractual/ Adhoc/ Part Time)	Date of Appointment	Name of employer

14. List of enclosures: Self attested Photocopies of the documents mentioned below should be attached serially (excluding below sl. no.-1):

Sl. No.	Document	Enclosed-Yes or No	Enclosed as Page No (s)
1.	Original D.D. of Application Fee (Rs. 1000/- (One Thousand) only)		
2.	10 th / Matriculation Certificate		
3.	10 th / Matriculation Marksheet		
4.	12 th / Intermediate Certificate		
5.	12 th / Intermediate Marksheet		
6.	Graduation Degree Certificate		
7.	Graduation Marksheet		
8.	Post Graduation Marksheet		
9.	Ph.D. degree		
10.	Other Education Certificates (If any)		
11.	Experience Certificate (s)		
12.*			
13.*			
14.*			

* Blanks in the above can be filled by candidate for additional relevant documents enclosed after Sl. No. 11 suitably mentioning the name of the document (s) in support of information given in the application from.

Note:

- Paging of the enclosure should be done on both the sides of the documents if anything is written. For blank pages paging should not be done.
- If anything is written on both the sides of the documents like mark sheets, degree certificate etc., then photocopies of both sides of the documents should be enclosed.



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15. Declaration: (please \surd or \times , as the case may be in the box below)

- i) I hereby declare that the above information is true to the best of my knowledge and belief. I have read advertisement and its clauses regarding age limit, educational qualification, reservation etc. and there no false or incorrect representation of the same. If any of the above information found to be false or incorrect, then my candidature can be cancelled by the Commission at any stage.
- iii) I have read the advertisement and I agree with all above mentioned clauses in the advertisement.

Signature (in running handwriting):

Date: _____

Place: _____