CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER
ANNA UNIVERSITY, CHENNAI - 600 025

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Advt. no: 1920IN0547/CTDT/TEC Date:07/11/2019

RECRUITMENT NOTIFICATION (TEMPORARY POSITIONS)

Centre for Technology Development and Transfer invites applications from the eligible candidates on temporary contract basis for Technology Enabling Centre, Anna University, Chennai 600025.

S. NO	DESIGNATION	QUALIFICATION	EXPERIENCE	NUMBER OF POSTS	SALARY PER MONTH
1	Technology Commercialization Officer	UG & PG degrees in Science / Engg. and / or Management	15 years	1	Upto Rs.1,00,000/-
2	Technology Commercialization Executive	B.E/B.Tech with MBA	8 years	2	Rs.35,000/-
3	Project Associate	B.E/B.Tech or MBA	5 years	4	Rs.26,000/-
4	Project Assistant	B.E/B.Tech or MBA	2 years	2	Rs.20,000/-
5	Office Assistant cum driver	8th Pass with valid Driving license	2 years	1	Rs.16,000/-

EXPERIENCE / JOB PROFILE

1. Technology Commercialization Officer

a. Essential Experience

Minimum 15 years of strong functional experience preferably in Technology Management, Product management, Business Development, Product promotion, Managing Investments etc. related to Commercialization, Startups or mid-sized enterprises.

b. Desirable Experience

- Entrepreneurship experience gained through having been part of any founding team of a startup shall be given added advantage.
- Prior experience in incubation or Technology Commercialization sector shall be an added advantage.
- Strong track-record of having built and managed multi-disciplinary teams, with proven leadership, execution and networking skills.
- Deep understanding of changing market dynamics and thorough knowledge of marketing principles, brand, product and service management.

c. Job Profile

As Technology Commercialization Officer, in a full-time position, and under the guidance and direction of the Coordinators of TEC, interact with different departments and sectors within the business, create and communicate a vision and roadmap for achieving the deliverables of the centre, identify and establish positive relationships and build a network with stakeholders and other business leaders, organize periodic workshop / seminars in collaboration with industries with focus on Technology Development and Transfer.

2. **Technology Commercialization Executive**

a. **Essential Experience**

Minimum 8 years of strong functional experience preferably in Technology Management, Product management, Business Development, Product promotion.

b. **Desirable Experience**

- Proven experience as marketing executive or similar role.
- Good understanding of market research techniques, data analysis and statistics methods.
- Thorough knowledge of strategic planning principles and marketing best practices.
- Outstanding communication, drafting, presentation and leadership skills.
- Creativity and commercial awareness, familiarity with social media and web analytics.

c. **Job Profile**

- Conduct market research and analysis to evaluate trends, identify and define audiences.
- Communicate with target audiences, build and develop customer relationships.
- Identification of potential technology commercialization opportunities.
- Travel and meet partners, develop relationships with key stakeholders both internal and external.
- Support the Commercialization officer in delivering agreed activities.

3. **Project Associate**

a. **Essential Experience**

Minimum 5 years of strong functional experience preferably in Technology Management, Product management, Business Development, Product promotion.

b. **Desirable Experience**

- Good understanding of market research techniques, data analysis and statistical methods.
- Good Communication skills.
- Creativity and commercial awareness.

c. **Job Profile**

- Networking with industries, partner organizations and other professionals.
- Help with marketing plans, advertising, direct marketing and campaigns.
- Organize and implement market research to produce relevant marketing information.
- Data handling and mining and visualization.
- Travel and meet the customers, present projects to clients, work with them to strategize and improve the material according to their needs.

4. **Project Assistant**

a. **Essential Experience**

Minimum 2 years in Business Development / Sales, marketing, documentation, presentation.

b. **Desirable Experience**

- Good teamwork skills, communication skills and networking ability.
- Extensive knowledge of current and relevant markets.
- Familiarity with marketing techniques and web analytics.

c. Job Profile

- Coordinating internal marketing and an organisation's culture.
- Assisting in organising events and product exhibitions.
- Foster and manage positive customer relationships.
- Maintain and update customer databases and web development
- Supporting the managers in all the activities of the Centre.

5. <u>Office Assistant cum Driver</u>

a. Essential Experience

Minimum 2 years in four wheelers driving with experience as peon or equivalent.

b. Job Profile

In addition to four wheeler driving, the following are desirable

- Handling incoming calls and other communications.
- Managing filing system and maintaining documents as needed.
- Performing general office clerk duties and deliver circulars etc.
- Coordinating events as necessary.
- Creating, maintaining in and out records.

CONTRACT PERIOD:

One year contract which could be extended based on the performance and the necessity.

HOW TO APPLY:

Interested candidates are requested to apply through online *(ctdt.annauniv.edu)* and send the hardcopy of the application along with the detailed Curriculum Vitae (CV) , photo copies of all documents (self attested) necessary to substantiate credentials in the CV addressed to the **Director, Centre for Technology Development and Transfer, Anna University, Chennai 600025** in a cover superscribed as "Application for the temporary post of Technology Commercialization Officer* / Technology Commercialization Executive* / Project Associate* / Project Assistant* / Office Assistant cum Driver* at Technology Enabling Centre" on or before **25.11.2019 (05.00 pm)**.

* - *Strike out whichever is not applicable*

07/11/2019.

DIRECTOR, CTDT

7/11/19

7/11