

**Advertisement No: 1/2022-23/SDAU RBIC**

The NABARD assisted SDAU Rural Business Incubation Centre (SDAU RBIC) invites application for the following posts on purely contractual basis.

Sr. No.	Post	No of Posts	Gross Salary/ month (in Lakh INR)
1.	Senior Manager (Marketing)	1	0.40
2.	Senior Manager (Communication)	1	0.40
3.	Senior Manager (Accounting & Finance)	1	0.40
4.	HR Executive	1	0.20

The notification, indicating qualification for the posts and the prescribed application form can be accessed from SDAU website: [www.sdau.edu.in](http://www.sdau.edu.in)

**Date: /09/2022**

**Place: Sardarkrushinagar-385506**

**Nodal Officer  
SDAU RBIC  
S.K.Nagar  
Dist: Banaskantha  
Gujarat**

**Eligibility criteria for the recruitment for various posts for SDAU RBIC.**

**A. Criteria for the position of Senior Manager, Marketing for SDAU RBIC, Sardarkrushinagar (Rs. 40,000/-)**

<b>Title</b>	<b>Senior Manager (Marketing)</b>	<b>No. of Post: 01</b>
<b>Essential Educational Qualifications</b>	➤ Good academic record with at least 55% marks at the Master's Degree in Management/ Marketing/ Agribusiness	
<b>Age Limit</b>	➤ Not exceeding to 35 years	
<b>Essential Experience</b>	➤ A minimum of 2 years of experience in agriculture marketing/ agribusiness/ commodity markets/ marketing of processed and value added products	
<b>Desirable qualifications</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Hindi, English and Gujarati languages (local language)</li> <li>➤ Understanding of the startup/FPO/ rural ecosystem</li> <li>➤ Working experience in startup projects of similar nature</li> <li>➤ Balanced approach towards dealing with people with diverse background</li> <li>➤ Agriculture/entrepreneurship/incubation related exposure</li> <li>➤ Must have good communication skills both oral and written along with team management skills</li> <li>➤ Sound knowledge of digital marketing</li> <li>➤ Expertise in export oriented market and able to identify different commodity base marketing channels</li> <li>➤ Excellent written, verbal and interpersonal communication, coordination skills</li> <li>➤ Highly computer literate with proficiency in MS Office and related communication tools</li> <li>➤ Fantastic organizational and time management skills</li> <li>➤ Self-Motivated and able to work independently</li> </ul>	
<b>Job profile</b>	<ul style="list-style-type: none"> <li>➤ Value chain assessment/study and understanding marketing needs of the startups/FPOs/incubates</li> <li>➤ Assisting startups/FPOs/incubates to establish linkages with Private and Govt. Agencies for marketing of their produce</li> <li>➤ Assisting start up/FPOs/incubates in setting up value addition infrastructure after due assessment</li> <li>➤ Assisting startups/FPOs/incubates in availing grant from relevant authorities wherever applicable</li> <li>➤ Assisting startups/FPOs/incubates in brand building of their product/ produce</li> <li>➤ To build and implement business models around products/services</li> <li>➤ To develop bankable business plans/DPRs for small and micro social enterprises</li> <li>➤ Work closely with partner organizations and other teams (within the organization) to strategize and implement projects</li> <li>➤ Coordinate with various stakeholders to implement projects/business strategies</li> <li>➤ Any other work assigned by the authority in regards to the incubation centre</li> </ul>	

**B. Criteria for the position of Senior Manager, Communications for SDAU RBIC,  
Sardarkrushinagar (Rs. 40,000/-)**

<b>Title</b>	<b>Senior Manager (Communications)</b>	<b>No. of Post: 01</b>
<b>Essential Educational Qualifications</b>	Good academic record with at least 55% marks at the Master's Degree in Information Technology/ Management/ Mass communication	
<b>Age Limit</b>	Not exceeding to 35 years	
<b>Essential Experience</b>	➤ A minimum of 2 years of experience in marketing/ organizing (internal and external) level communication/ designing/ developing communicating marketing material etc.	
<b>Desirable qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good observatory, analytical and supervisory skills and think of unique and creative strategies for development.</li> <li>➤ Knowledge of Hindi, English and Gujarati languages (local language)</li> <li>➤ Understanding of the startup ecosystem and rural ecosystem</li> <li>➤ Working experience in startup projects of similar nature</li> <li>➤ Balanced approach towards dealing with people with diverse background</li> <li>➤ Strong command in computing, word- processing and internet skills</li> <li>➤ Recognition/ award from reputed institute</li> <li>➤ Agriculture/entrepreneurship/incubation related exposure in India or abroad</li> <li>➤ Must have good communication skills both oral and written along with team management skills.</li> </ul>	
<b>Job profile</b>	<ul style="list-style-type: none"> <li>➤ Developing effective communication strategies for marketing and making maximum presence of SDAU RBIC virtually as well as physically.</li> <li>➤ To organize and manage internal as well as external events for sensitization</li> <li>➤ To help develop different kind of marketing material (Brochure, pamphlets, booklets, content for website, social media handles of SDAU RBIC) to reach out to potential beneficiaries of the SDAU RBIC</li> <li>➤ Documentation of case studies, processes, policies, best practices etc.</li> <li>➤ Report writing, developing and handling MIS of the SDAU RBIC</li> <li>➤ Preparation of various sector specific research reports, study reports</li> <li>➤ To assist startups to frame its policies</li> <li>➤ Any other work assigned by the authority in regards to the incubation centre</li> </ul>	

**C. Criteria for the position of Senior Manager, Accounting & Finance for SDAU RBIC,  
Sardarkrushinagar (Rs. 40,000/-)**

<b>Title</b>	<b>Senior Manager (Accounting &amp; Finance)</b>	<b>No. of Post: 01</b>
<b>Essential Educational Qualifications</b>	Full time M. Com. / MBA (with major in Finance) having minimum 55% marks or CA/CMA or equivalent	
<b>Age Limit</b>	Not exceeding to 35 years	
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>➤ A minimum of 2 years of experience in managing accounts, finance, tax and audit in any reputed firms</li> <li>➤ Proficient in Tally and related e-filing software/portals.</li> <li>➤ Should be well versed with accounting knowledge, journal and ledger entries, taxation etc.</li> </ul>	
<b>Desirable qualifications</b>	<ul style="list-style-type: none"> <li>➤ Understanding of the startup/FPO and rural ecosystem</li> <li>➤ Knowledge of Grants and accounting of Section 8 Companies</li> <li>➤ Account handling experience in a public organization or incubator will be an added advantage.</li> <li>➤ Well versed with management procedures of Govt. funding, and various guidelines.</li> <li>➤ Must have in-depth knowledge of GST Act, GST registration, GST payments &amp; GST returns filing</li> <li>➤ Excellent written, verbal and interpersonal communication, coordination skills.</li> <li>➤ Highly computer literate with proficiency in MS Office and related communication tools.</li> <li>➤ Self-Motivated and able to work independently</li> <li>➤ Knowledge of Hindi, English and Gujarati languages</li> </ul>	
<b>Job profile</b>	<ul style="list-style-type: none"> <li>➤ Manage day-to-day accounting operations including taxation, accounts finalization and core accounting process.</li> <li>➤ Preparing &amp; issuing tax invoices, payments, expense booking, preparing &amp; maintaining vouchers</li> <li>➤ Preparation of the finalization statement as required under the Companies Act 2013</li> <li>➤ Monitoring revenue and expenses, coordinating the collection, consolidation, and evaluation of financial data, develop monthly and quarterly accounting/MIS reports for the management.</li> <li>➤ Liaison with the Grant issuing authorities for any discrepancies or reconciliation</li> <li>➤ Ensuring timely completion of Internal and External audit, furnishing of utilization certificates, statement of receipt and expenditure.</li> <li>➤ Financial planning and management of funds.</li> <li>➤ Ensuring compliance with statutory requirements.</li> <li>➤ Maintenance of all documents/records/files related to funds, donations etc. and preparing the best practices and SOPs</li> <li>➤ Support startups in raising funds (debt/equity/grants) by actively identifying</li> </ul>	

	<p>and coordinating with funding agencies/banks/financial institutions/VCs etc</p> <ul style="list-style-type: none"><li>➤ To support management in financial due diligence of startups</li><li>➤ To assess the financial health of startups being incubated at SDAU RBIC on regular basis and provide inputs to management</li><li>➤ To support start-ups in setting up its financial and accounting systems to ensure good financial health of start-ups in long run</li><li>➤ To help start ups in their taxation related compliances</li></ul>
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**D. Criteria for the position of HR Executive for SDAU RBIC, Sardarkrushinagar (20,000/-)**

Title	HR Executive	No. of Post: 01
<b>Essential Educational Qualifications</b>	A Master's Degree in Management/ Agribusiness /Marketing / Human Resource with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed)	
<b>Age Limit</b>	Not exceeding 35 years	
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>➤ A minimum of 1 years of experience of HR/ teaching and/or research in an academic/research position.</li> <li>➤ Must possess good supervisory skills and think of unique and creative strategies for development for the work force.</li> </ul>	
<b>Desirable qualifications</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Hindi, English and Gujarati languages (local language) and understanding of the culture and traditions of India</li> <li>➤ Working experience in startup projects of similar nature</li> <li>➤ Balanced approach towards dealing with people with diverse background</li> <li>➤ Strong command in computing, word- processing and internet skills</li> </ul>	
<b>Job profile</b>	<ul style="list-style-type: none"> <li>➤ Maintaining HR records</li> <li>➤ Managing workplace safety issues</li> <li>➤ Training new or existing employees</li> <li>➤ Recording, maintaining and monitoring attendance to ensure employee punctuality</li> <li>➤ Communicating and explaining the organization's HR policies to the employees</li> <li>➤ Follow up of confirmation records statutory obligations - taxes, gratuity, LTA, bonus etc</li> <li>➤ Preparation of salary statement</li> <li>➤ Handling the full and final settlement of the employees</li> <li>➤ Engaging with employees on a regular basis to understand the motivation levels of people in the organization</li> <li>➤ Any other work assigned by the authority in regards to the incubation centre</li> </ul>	

## **Terms and Conditions**

All the following positions are on a contractual basis co-terminus with the project, directly employed with the SDAU RBIC. For remuneration and eligibility criteria, please refer to university website <http://www.sdau.edu.in> for more information.

1. SDAU Rural Business Incubation Center (SDAU RBIC) is governed by Section-8 Company under Companies Act, 2013. The terms and conditions of appointment shall be revised accordingly as per the regulations of Section 8 applicable for its employees.
2. Candidates applying for more than one post should apply separately for each post.
3. The candidate applying for any post should ensure that he/she fulfills the eligibility criteria for the post. His/ Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfy the prescribed eligibility criteria.
4. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the SDAU RBIC in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
5. Persons employed in Government/ Semi- Government Organizations/ Autonomous Bodies should submit their application through proper channel. Those who are unable to process their application through proper channel may submit “No Objection Certificate (NOC)” from present employer at the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
6. Candidate should submit a certificate from the employer/ competent authority that no vigilance/ disciplinary case either pending or contemplated against him/ her.
7. The SDAU RBIC shall verify the antecedents/ documents submitted by the candidate at the time of appointment or during the tenure of the service. In case it is found that the

- documents submitted by the candidate are fake or the candidate antecedents and has suppressed the said information, his/ her services at the SDAU RBIC shall be terminated.
8. SDAU RBIC strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
  9. SDAU RBIC reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
  10. Applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
  11. Any dispute with regards to the selection/ recruitment process will be subjected to Courts having jurisdiction of Sardarkrushinagar.
  12. He/she shall not be entitled to claim any travelling allowance for appearing in the selection process and for the journey to join this contractual service.
  13. Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the last date of submission of application i.e. **11/10/2022**.
  14. Candidates have to send the hardcopy of application along with the other supporting documents to Nodal Officer, SDAU RBIC, University Bhavan, Sardarkrushinagar- 385 506, Gujarat on or before **11/10/2022**. The envelope should be super scribed with the name of the post applied for.
  15. No interim enquires will be entertained.
  16. SDAU RBIC reserves the right of rejecting any or all the applications without assigning any reasons thereof.

**Nodal Officer**