

**DAVV Incubation Centre (DAVV-IC),  
Ground Floor, New Library Building, IET, Devi Ahilya  
Vishwavidyalaya, Khandwa Road, Indore**

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DAVV, Incubation Centre, Indore, a Non-profit, Section 8 Company invites application for the following positions. The positions are purely on temporary basis and will be initially offered for a year; the contract may be renewed, after a year.

<b>Position</b>	<b>Incubation Associate (No. of Post - 01)</b>
Roles / Responsibilities	Develop and execute strategy for scouting, evaluation, selection, outreach and on – boarding of quality and innovative ideas and start-ups. The person shall act as an incubation ambassador responsible for development, scaling and commercial exploitation of technology / intellectual property. The incumbent should be able to build student teams, steer early-stage start-ups to growth stage enterprise. He/She should have excellent communication skills and ability to draft proposals and attract funding from Govt./Industry.
Educational qualification and experience	B.E. / B. Tech. and M. Tech./ MBA from any nationally reputed institute/university having Minimum 5 years of overall work experience, with preferably three or more years of experience in the startup / Innovation /Entrepreneurship domain, either as a Startup founder / co- founder / core team member /key employee of a start-up and / or as an enabler of Startup/Innovation ecosystem or in a lead position in reputed Innovation & Startup promoting organization.
Gross emoluments	Rs. 50,000/- per month
Max.	40 years (max.)

<b>Position</b>	<b>Technical / Office Staff (No. of Post - 01)</b>
Roles / Responsibilities	<p>Oversee day to day operation of the Incubation Centre.</p> <p>Manage the procurement and maintain of fab lab equipment and tools.</p> <p>Facility access to technical resources tools and infrastructure to support startup development.</p> <p>Organize technical workshop training sessions for student and startup.</p> <p>Assist the Manager in study design and Survey instrument.</p> <p>Interact and maintain relationship with portfolio companies, mentors and partners.</p>
Educational qualification and experience	<p>1. Bachelor's Degree in Computer Science/ Electronics, Engineering or related field. And at least 3 years of technical experience.</p> <p>Or</p> <p>2. Diploma in Computer Science/ Electronic or in relevant field with 5 years of Experience.</p> <p>Preference will be given to the candidate will have -</p> <p>(A) Certification in Microsoft, Linux, or Cisco is advantageous. Prior experience in tech support, desktop support, or a similar role. Proficiency in Windows/Linux/Mac OS.</p> <p>Or</p> <p>(B) Experience in circuit Design using PCB, Circuit testing, Arduino/Sensor based circuit design, expertise in handling electronics equipment CRO, function generator, etc.</p>
Gross emoluments	Rs. 30,000/- per month
Age	40 years (max.)

## 2. Remuneration

<b>S.no</b>	<b>Post</b>	<b>Nos.</b>
1.	Incubation Associate Rs. 40,000/- per month	01
2.	Technical/Office Staff Rs. 30,000/- per month	01

### Notes:

1. The appointment of the positions is NOT in the Devi Ahilya Vishwavidyalaya, Indore.
2. The appointment is purely on CONTRACT basis.
3. No applications/ queries after the due date shall be entertained.