



INCUBEIN FOUNDATION

RTMNU Business Incubation Center
University Campus, Nagpur-440033

Supported by



Maharashtra
State Innovation
Society

Incubein Foundation, Nagpur is RTM Nagpur University Business Incubation Center

(Section 8 company, CIN: U80210MH2019NPL331006)

Empowered by Department of Skill Development and Entrepreneurship, Gov. of Maharashtra under Maharashtra State Innovation Society Scheme
University Campus, Amravati Road, Nagpur-440033

website: www.nagpuruniversity.ac.in E-mail: incubeinfoundation@gmail.com

Advertisement for the post of Technical Staff

NOTICE No.IF/2024

10 October 2024

Online applications in the prescribed form are invited from eligible Indian national for the following posts for INCUBEIN FOUNDATION, RTMNU Business Incubation Centre (Section 8 Company) so as to reach the undersigned on or before the following date(s).

- Last date for online submission of forms: 20 October, 2024 upto 5.00 p.m.
- Last date for receipt of application forms (Hard Copy) with relevant documents in the INCUBEIN OFFICE: 20th October March, 2024 upto 5.00 p.m.

S.N	Name of the Post	Particulars of the vacant post
*Note:- *The appointment in the Incubein Foundation will be purely on contract basis. These appointments are not under RTM Nagpur University. Therefore, university will not have any liability towards him/her.		
1.	Technical Staff Compensation: - The salary will be around consolidated Rs.15000/- (inclusive all allowances) per month negotiable. Possible compensation and final offer may differ based on relevant experience and performance of the candidate.	1.1 Essential Qualification & Experience: - - Bachelor's degree or diploma in Engineering, Technology, Science, or a related field from a recognized university/institution. - Proficiency in handling and maintaining equipment such as 3D printers, laser cutters, CNC machines, and other prototyping tools. - Basic knowledge of CAD software, 3D modeling, and prototyping techniques. - Strong technical troubleshooting skills and the ability to solve hardware and software issues. - Good communication skills and the ability to work in a team-oriented environment. 1.2 Desirables: - - Prior experience working in a startup ecosystem, innovation lab, or incubation center. - Hands-on experience in rapid prototyping, design thinking, and product development. - Certification or training in advanced CAD software, 3D printing technologies, or digital fabrication tools. - Familiarity with programming languages (e.g., Python, Arduino) and microcontroller-based prototyping. - Experience in conducting technical workshops or training programs for students, entrepreneurs, or faculty. 6. Age preferably up to 30 years
For any clarification or queries mail to : incubeinfoundation@gmail.com *All Rights are reserved with the BOD of INCUBEIN Foundation, RTMNU Incubation Center, RTM Nagpur University, Nagpur-440033		

INSTRUCTIONS, TERMS AND CONDITIONS

- 1) Application form should be accompanied with self-attested copies of the following documents:-
 - I. Degree/Diploma certificates, statements of Marks and other certificates of the educational qualifications.
 - II. Certificates of experience.
 - III. For the post of Chief Executive Officer, qualification prescribed as per details, the candidate shall submit all the document accordingly
- 2) Applications received after the last date of receipt of application, incomplete application or without relevant supporting enclosures (self-attested copies of Degree certificates/mark sheets/experience certificate etc.) No intimation in this regard will be given to the candidates.
- 3) Age limit for all the posts shall be as mentioned for the post concerned.
- 4) Applicants will be required to enclose attested readable copies of their educational qualifications, experience, etc.
- 5) Qualifications, relevant experience and age shall be considered as on last date of submission of application.
- 6) No TA/DA will be paid either for attending the interview or for joining the post.
- 7) A candidate furnishing incorrect or false information shall stand disqualified at any stage.
- 8) The INCUBEIN reserves its right to fill up or not to fill up the post or to modify/alter/cancel the advertisement.
- 9) Candidates shall have to produce original documents at the time of appearing for Interview.
- 10) Canvassing directly or indirectly will be treated as disqualification.
- 11) No queries or correspondence regarding issue of call letters for interview/ selection of candidates will be entertained at any stage.
- 12) Mere possession of minimum qualifications does not confer any right to be called for an interview and/or selection.
- 13) Applicants are advised to see the website for future communication in this regard from time to time.
- 14) The INCUBEIN will not be responsible for postal delay, if any.
- 15) Application should be submitted in the prescribed format given by INCUBEIN.
- 16) All these post are purely on temporary basis and shall be filled as per the mentioned period and the salary of the said posts shall be given with subject to availability of fund from funding agencies.

sd/-

Director, Incubein Foundation

Copy forwarded to :-

- 1) CEO, Maharashtra State Innovation Society, Mittal Town, 607, 6th floor Regus 117 Parekh Marg, Backbay Reclamation, Church Gate, Mumbai for Kind Information please.

INCUBEIN FOUNDATION
RTMNU Business Incubation Center
e-mail: incubeinfoundation@gmail.com, website: www.incubein.in

Advertisement for the post of Technical Staff

Incubein Foundation, Nagpur is RTMNU Business Incubation Center is established as section 8 company in 2019 as not for profit organization.

Online applications for the following post for INCUBEIN Foundation invited from eligible candidates.

S.N	Name of the Post	No. of Posts	Consolidated Salary
1.	Technical/Support Staff	01	Maximum fixed and consolidated salary of ₹. 15,000/- per month. This is the maximum possible compensation and final offer may differ based on relevant experience and performance of the candidate.

These posts are purely on temporary basis.

Detailed information about Qualification, Experience & submission of application etc is made available on website: www.nagpuruniversity.ac.in

Link:

Last date for online submission of forms : 20-10-2024

Last date for receipt of application forms (Hard Copy) : 20-10-2024

I/c Director



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website: www.nagpuruniversity.ac.in E-mail: incubeinfoundation@gmail.com,

Appendix-1

Application Format

To,

The Director,
Incubein Foundation
Nagpur-440033

Latest
Photo

Subject: Application for the post of _____

Sir,

I, hereby, submitting my application for the post mentioned above, with the following details:

1. Name in Full (in Capital Letters)

Mr./Ms. _____

2. Postal Address in Full : _____

3. Phone No. with STD code: _____

4. Mobile No. _____

5. E-mail ID (essential): _____

6. Date of Birth:-_DD/MM/YYYY_ 7. Age: _____ 8. Sex : _____

9. (a) Nationality: _____ b) Languages known: _____

10. Educational Qualification

Examination	University/ Board	Month & year of passing	Subjects SPL/Gen		Marks		% of Marks	Class/Div /Grade awarded
			Prin	Sub	Obt	Out of		

11. Experience:

SN	Organization/ Startup /Company/ Incubator	Position Held	Nature of Appointment	Period of Appointment		
				From	To	Total
1						
2						
3						

12. Name, Addresses and contact numbers of two persons to whom reference may be made.

13. List of documents enclosed:

a)

b)

DECLARATION

I, hereby, declare that all information submitted in this application and in its accompaniments is true, complete and correct to the best of my knowledge and belief. I accept that in the event of any information being found false, incomplete, or incorrect, my candidature/appointment is liable to be cancelled/terminated at any stage. I have read carefully all instructions given in advertisement.

Place:

Date:

Name and Signature