



CENTRAL UNIVERSITY OF RAJASTHAN
CURAJ INCUBATION FOUNDATION

Advt.: CURAJ/R./F.171/Rectt./iTBI/2025/3197

Dated : 26.12.2025



Status of
**Category-I
University**
by
UGC Govt. of India



CENTRAL UNIVERSITY OF RAJASTHAN

Advt. No. CURAJ/R./F.172/Rectt./iTBI/2025/3197

Date: 26.12.2025

Recruitment

Online applications are invited by CU Raj Incubation Foundation for the following post on contractual basis for one year (extendable for another 2 years) for Inclusive Technology Business Incubator Project.

- **Incubation Manager**
- **Incubation Associate**
- **Incubation Staff**

Last date to apply: 09.01.2026. For more details, visit: www.curaj.ac.in

Registrar

CENTRAL UNIVERSITY OF RAJASTHAN

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Essential qualifications for Manpower to be appointed for Inclusive Technology Business Incubator at Central University of Rajasthan (CURAJ)

Posts	Minimum Eligibility / Experience	Proposed consolidated Salary (in Rs.)
Incubation Manager	Basic Eligibility – Master of Business Administration (MBA) with a minimum of 2 years of post-qualification experience in accounting, finance, auditing, or related services. Desirable Eligibility – Experience in working with an Incubators & start-ups ecosystem for 2 years or more will be preferred.. Experience in the thematic area of Holistic Health, Microbial Technology is preferable.	80000.00 (10% annual increment).
Incubation Associate	Basic Eligibility – B. Tech. / B.E. (Science, Engineering) with minimum of 2 years of post-qualification experience Desirable Eligibility – Experience in Innovation and Startup ecosystem and/or at the incubation centre is preferable	55000.00 (10% annual increment)
Incubation Staff	Basic Eligibility – 12th pass or equivalent from any recognized board Desirable Eligibility – Experience of office work in reputed firm preferably in incubation centre	16750.00 (10% annual increment)

Note: 1. The appointments on the post will be made on purely temporary basis, initially for a period of one year, extendable for another two years, based on satisfactory performance by the candidate.

2. 10% increment in the consolidated salary may be proposed for the candidates who have worked at least 1 year in iTBI project of DST (over and above the eligibility criteria).

Institute and innovation center website link	www.curaj.ac.in www.curajif.com
Link of application form	For Incubation Manager: https://forms.gle/Z1EorEVC3vxH1JR66 For Incubation Associate: https://forms.gle/4S7ZfrZerSfyZy6B9 For Incubation Staff: https://forms.gle/PouYYPehxe1WVNPWA

Start date and End Date of application	10 th June May 2024 to 09th July 2024 (NO change, No extension)
Contact number and Email address in case facing any technical issue	Mobile No. 8890632934 Email Address: cif@curaj.ac.in
T & C	<p>Right to cancel post anytime.</p> <ul style="list-style-type: none"> • Actual offer of post depends on DST sanction of money. • The Grantee will indemnify, defend and hold harmless the Department of Science and Technology (Grantor) from and against, and in respect to, any and all the losses, expenses, costs, obligations, liabilities and damages, including interest, penalties and attorney's fees and expenses, that the Grantor may incur as a result of any negligent or wilful acts or omissions of the Grantee. Etc. • The position is purely temporary and co-terminus with project. Position is initially available for <u>one year</u>, which may be extendable to <u>three years</u> based on the candidate's performance on yearly basis.
Any other Information	Queries related to above mentioned vacancy, may asked through email. cif@curaj.ac.in
Last Date of Application	9 January 2026

Advertisement Details

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Scope of Duty/ Roles, Skills Required and Responsibilities for Posts

Post 1- Incubation Manager

- Good research experience related to thematic area of TBI
- Work experience of environmental issues, health, and microbial biotechnology
- Experience in project monitoring, implementation, and report writing.
- Establish an effective working relationship with HI faculty members, stakeholders, and an ecosystem of investors, mentors, service providers, etc.
- Interact and maintain relationships with HI alumni, portfolio companies, etc
- Experience in administering programs and grants from the Government sources
- Experience of running multi-functional teams.
- Develop processes and ensure the implementation of the overall incubation structure and process; Organize workshops, hackathons, events, etc., regularly as part of the incubator operations
- Worked in Startup ecosystem (as Employee/Founder/Co-Founder)
- Select and onboard entrepreneurs, industry projects, and startup ventures according to the defined incubation process and ensure operational effectiveness.
- Networking, stakeholder liaison, and operation plan implementation.
- Basic knowledge of IP
- Carry out policy researches, analysis and documents/reports development.

- Design and implement capacity building programs, trainings etc. on regular basis.
- Innovation and entrepreneurship promotion and development in HI.
- Streamlining incubation and pre-incubation system in HI.
- Assist the CEO and handhold Innovation fellow and other team members at the TBI
- Any other related works assigned by directors by time to time

Post 2- Incubation Associate

- Strong interest and some experience in IPR, Technology licensing, innovation programs, start-up promotion, and business development, industry interface etc.
- Perform techno-commercial feasibility studies of identified technologies.
- Managing a company's accounts payable and receivable.
- Manage various contracts/agreements.
- Guide innovators & scientists in matters related to IP and technology commercialization.
- Work collaboratively with regional stakeholders including start-ups, IP firms, incubators, industry and knowledge agencies.
- Organize and coordinate events, meets, mentor-clinics, investors round in the region.
- Contribute to development of promotional / presentation material for outreach.
- Design and implement social media strategy.
- Promote IPR and incubation (ideation, innovation and startup activities) in the region.
- Support CEO and Manager in implementation of operation plan and manage the program implementation team at the center.
- Working as liaison officer between the DST, bank, funding agency and TBI
- Cross-checking invoices with payments and expenses to ensure accuracy.
- Sending bills and invoices to clients.
- Tracking organization expenses.
- Processing refunds.
- Handle general account queries
- Contact clients about invoices that are past due
- Managing budgets, records, and contracts.
- Any other related works assigned by directors by time to time

Post 4- Multi-tasking staff (MTS)

- Maintaining Records
- Cleaning Offices
- Opening & Closing Offices
- Room and Furniture cleaning
- Delivering Posts
- Watch and ward duties
- Any other related works assigned by directors by time to time

Terms & condition

Right to cancel post anytime.

- Actual offer of post depends on DST sanction of money.
- The Grantee will indemnify, defend and hold harmless the Department of Science and Technology (Grantor) from and against, and in respect to, any and all the losses, expenses, costs, obligations, liabilities and damages, including interest, penalties and attorney's fees and expenses, that the Grantor may incur as a result of any negligent or wilful acts or omissions of the Grantee. Etc.
- **The position is purely temporary and co-terminus with project. Position is initially available for one year, which may be extendable upto three years based on the candidate's performance on yearly basis.**
- **The application should be completely filled and submitted by 9 Jan 2026.**

Introduction to iTBI Program

Inclusive TBI is a three years duration initiative supported by the Department of Science & Technology (DST) for educational institutions who are likely to foster innovation and entrepreneurship culture among the students, faculties, entrepreneurs, and nearby communities. The initiative aims to inculcate the spirit of Innovation & Entrepreneurship (I&E) amongst the students, innovators and entrepreneurs, encourage and support innovative ideas, start-up creation through incubation. It is expected that students, innovators and entrepreneurs will take up innovative ideas/projects and with mentoring support from the academic and start-up ecosystem, try to build a start-up around the innovative idea/project. The outcome of the i-TBI shall be converting ideas into start-ups. i-TBI (Inclusive TBI) would also create a culture of innovation & entrepreneurship in the Host Institution (HI) and nearby geographies. I-TBI will be equipped with grants-in-aid funding support to innovators to convert ideas to prototype and prototype to start-ups.

Focus areas of DST-iTBI CURAJ-Ajmer

The proposed i-TBI- at Institute will primarily focus on solutions as the main thrust area to cover the following areas:-

A. Holistic Health and Wellness

The Central University of Rajasthan has a network of expert faculty possessing significant knowledge in the areas of holistic health and wellness, attained through research and practice in the field which will provide facilitation and academic expertise to the incubates along with a collaborative environment to foster innovation. The academic experts from the Department of Yoga have undertaken instrumental research in the areas of Holistic Health concentrating on the physiological aspect of Yoga as well as the potential of alternative medicine.

B. Sustainable Agriculture and Microbial Technology

CURaj has significantly contributed to the sector of sustainable agriculture and microbial technology through research, academics, training, and outreach activities. Area such as digital agri- .marketing, women led FPOs (Farmer Producers Organization/Company), Cooperatives, development of frontier bio-fertilizers Biostimulants, desert soilification, and integrated biorefinery products are the domains of expertise of the CURaj.

C. Artificial Intelligence

The artificial intelligence and machine learning is playing very important role these days in multiple domains including, engineering, finance, health, and other related technologies. Currently, few of the faculty members (who are also potential mentors in ITBI@CURAJ) working in interdisciplinary areas which is aligned with other proposed core.

Department of Science & Technology (DST)

Department of Science & Technology (DST) was established in May 1971, with the objective of promoting new areas of Science & Technology and to play the role of a nodal department for organising, coordinating and promoting S&T activities in the country. The Department has major responsibilities for specific projects and programmes. The vision of DST is “To continuously shape a seamless science, technology and innovation ecosystem, which is cutting-edge, collaborative, inclusive, relevant and aligned to our national aspirations and priorities and build a vision for a Viksit Bharat by 2047”. The mission of DST is “Within the mandates of DST in the creation of S&T infrastructure and manpower, support to basic science research along with S&T led innovation and startups, technology development and seed the cutting-edge, futuristic areas of S&T, by devising suitable programs, schemes and technology missions to address socio-economic challenges and create opportunities to empower its stakeholders”.

About Central University of Rajasthan

Central University of Rajasthan is among the leading Technology institutions in Rajasthan started in the year 2009. With more than five decades of existence, it has evolved into an Institution of excellence, with proven research credentials, industry Partnerships and Government Funded projects.

Central University of Rajasthan has been actively pursuing innovation entrepreneurship activities in the campus since last five years. It established a Innovation and Startup cell and Incubation Centre. This has become a platform to identify, nurture and support student innovators and entrepreneurs. In addition, the institute conducts regular Entrepreneurship Awareness camps supported by UGC, and AICTE programme, which has become a source of identifying potential student entrepreneurs. institute has started its incubation activities, presently under the existing incubation centre. It is uniquely positioned to incubate startup companies, especially in the verticals of Holistic health and Wellness, Sustainable Agriculture and Microbial Biotechnology and Artificial Intelligence.

At present, institute has a very strong innovation & entrepreneurship ecosystem. With a total number of 177 faculty members, engaged in teaching and research of whom 170 faculty members are Doctorates and 07 members are pursuing Ph.D. degree. The faculty members are engaged in active research and pursuing a number of sponsored projects. The Institute has MoUs with industries, R & D organizations and Universities and has sponsored projects of SERB, DST, DBT, CSIR and ICMR. The capabilities of institute in technical education has been recognized by various R & D supporting organizations such as SERB, DST, DBT, CSIR, ICMR and others by sanctioning research grants.

Ranking of institute: NAAC A++ University, Category I University by UGC, NIRF ranking band 151-200 and participated in ARIIA ranking.

Important Collaboration and MoU with ONGC-TERI Biotech Limited, TCS, cairn India Pvt. Ltd, Oil India Assam, Bayer India Pvt. Ltd., etc

The University has tie-ups with a number of academic, research institutes, and universities across the world to stay up to date on technology benchmarks. Important days at the International and National levels are observed by the University to promote awareness on key issues that impact human life and environment. Institute of Technology, has proposed to set up a NIDHI - iTBI with support from DST and institute's management as per iTBI program guidelines.