

Sangam University, Bhilwara

Applications Invited for Sangam i-TBI

(Sanctioned by Department of Science and Technology, Ministry of Science and Technology, Govt. of India, New Delhi)

Sangam University, Bhilwara is inviting applications for the following posts under Sangam i-TBI (under SANGAM RISE FOUNDATION- a section 8 company) -

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| Incubation Associate- Admin and Finance | Incubation Associate- IT |
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1. Recruitment and Selection Procedure of the Human Resources-

Table-1

| POST NAME | INCUBATION ASSOCIATE (ADMIN+FIN) | INCUBATION ASSOCIATE (IT) |
|-------------------|---|--|
| Basic Eligibility | A bachelor degree in business /commerce/arts or in a related field from a recognized institution with 55% marks or of equivalent grade point average | A bachelor degree in Computer applications/ B.TECH in IT/E&CE/CSE |
| Post Details | Minimum 02 years of experience in entrepreneurship, start up activities, innovation ,skilling ,in a reputed state / national agency / institute / multinational company /university | Minimum 02 years of experience in project management / finance /it support |
| Salary | 2.7 LPA | 2.7 LPA |

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| How to apply | The applicant will apply through sending detailed resume to mail id – sangamrise@sangamuniversity.ac.in |
| Institute and innovation center websiteLink | www.sangamuniversity.ac.in www.sangamrise.org |
| Link of applicationForm | www.sangamuniversity.ac.in |
| Start date and End Date ofapplication | Extended date till 25 February2025 |
| Contact number and Email address incase facing any technical issue (02number) | +91-1482-297455 <hr/> hr@sangamuniversity.ac.in sangamrise@sangamuniversity.ac.in |
| T&C | <ul style="list-style-type: none"> • Right to cancel post anytime. • Initially the appointment will be for 3 years. • Actual offer of post depends on DST sanction. |

2. Scope of Duty

Incubation Associate (Admn. And Finance)-

- Process all procurement requirements in consultation with the Manager – this includes, identifying local vendors, collecting quotations, preparation of comparative table, for doing all due diligence for finalising Procurements.
- Maintain procurement and Inventory register.
- Make all logistical arrangements – Venue booking for meetings/conferences/workshops/trainings, etc. Travel (local and outstation) & Accommodation for staff, visitors, consultants, etc.; Transportation of any materials in the project locations.
- Responsible for Office Maintenance, office security and Facility Management.
- Manage Dispatch desk – recording of all incoming and outgoing surface mails and ensure that materials are dispatched expeditiously and accurately to the relevant persons or department in the organisation.
- Assist Program Manager and other team members in preparing budgets in MS Excel, and support in reviewing budgets vs expenditure as per the set time lines.
- Prepare expenses statement and fund requests for the region to submit to National Office as per the guidelines and procedures.
- Verify the Invoices/Bills and reimbursement claims of the expenses incurred by regional team and make the payment. Ensure that all the vouchers are with relevant supporting documents as per the accounting standards.
- Any other related task assigned by manager.

Incubation Associate (IT)

- Manage IT related work such as - take monthly data Backups of all Laptops/Computers, Anti-virus checking, ensure good internet, email/phone facility for smooth functioning
- Work very closely with the Admin for IT and other administration related work.
- Develop, implement, and communicate procedures which insure minimum downtime and prompt recovery of failed computer systems, applications, and data base components which have a direct effect upon customer service to our clients and users.
- Configure, install, and maintain network and product, programs, files and databases.
- Develop, document, and implement operating procedures required for PC/Network Support group to meet performance objectives/metrics.
- Documentation and administrative tasks, as needed, including audits, change control, SOP documentation, purchasing information, etc.
- Serve as a vendor contact for issues needing outside resolutions.
- Any other related task assigned by manager.

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