



**TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY**  
**VETERINARY INCUBATION FOUNDATION @TANUVAS**  
*(Registered as a Section 8 company)*

No. 4719/VIF/DCAHS/2018

Applications are invited for the following temporary posts under EDII – Chennai funded Veterinary Incubation Foundation @TANUVAS, a Section 8 company established at TANUVAS.

- Incubation Manager (1) – Pay up to Rs.1.00 lakh p.m
- Business Development Officer (1) – Pay up to Rs. 40,000/- p.m.
- Account and Administrator Officer (1) – Pay up to Rs. 40,000/- p.m.
- Maintenance and Electrical Engineer (1) – Pay up to Rs. 30,000/- p.m.

Eligible qualifications for each posts, pay, roles and responsibilities are given in [www.tanuvac.ac.in](http://www.tanuvac.ac.in).

**How to Apply:** Submit a letter of application in English with Statement of Purpose (SOP), and Curriculum Vitae (with details of education, work experiences, professional skills, names and contact addresses with phone number and e-mail of three referees and a recent passport size photograph by e-mail to [viftanuvac@gmail.com](mailto:viftanuvac@gmail.com) before **27<sup>th</sup> November 2018** with the subject line of “**Application for the Post of \_\_\_\_\_ under EDII-VIF@TANUVAS**” and send one hard copy to The Director, Centre for Animal Health Studies, TANUVAS, Madhavaram Milk Colony, Chennai – 600 051.

*Date of examination and interview will be intimated to only the eligible and shortlisted candidates.*



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**Recruitment under EDII-VIF@TANUVAS - Qualifications and Responsibilities**

**I. Incubation Manager: one post (up to Rs. 1.00 lakh per month)**

**Essential qualifications**

- B.V.Sc. and A.H. and MBA (with minimum 2 years experience) / M.Sc. or B. Tech with MBA with minimum 3 years experience in Business models

**Desirable qualifications**

- Proven knowledge in
  - Animal Sciences / Veterinary Business
  - Technical and commercial understanding of animal husbandry sectors – pharma, feed additives, nutrition, poultry, vaccines, diagnostics etc.
  - Business Startups and Clusters
  - Development of Business Plan, Project proposal to Various Funding Agency
- Excellent written and verbal English communication skills. Fluency in Tamil language and other regional languages are advantageous
- Ability to run Section 8 company with current regulatory compliance requirements
- Demonstrated ability to engage incubatees with various stakeholders such as regional and global market, import and export procedures
- Spotting novel indigenous ideas that has potential for business incubation
- Knowledge on intellectual property right management and protection (patent, GI, Trademark etc.,)
- Proven ability to successfully organize program / workshop / investor meet
- Offline and online marketing tools

**Role and Responsibility**

Key responsibilities of the Incubation Manager will be

- To establish a EDII-VIF@TANUVAS as section 8 company at TANUVAS
- Executing day-to-day operations of the EDII-VIF@TANUVAS
- Attracting funds through external grants for sustaining the company
- Administering the earnings and expenses and expansion of the Company under the directions of the Board of Directors
- Strategic and Operational decision making to steer the Company towards a world-class Veterinary Incubation Hub by nurturing incubatees and students
- Liaise with EDII for reports, financial statements, receiving further grants etc.
- Lure students in to taking up entrepreneurship activities

## **II. Business Development Officer: one post (up to Rs. 40,000/- p.m.)**

### **Essential qualifications**

- B.V.Sc. and A.H. and MBA / M.Sc. or B. Tech with MBA with minimum one year experience in Business models

### **Desirable qualifications**

- Proven knowledge on
  - Business Models and Dealing
  - Attracting funds from external funding agencies
  - DTP, HTML and web designing
  - E-commerce
  - Inventory, audio-video editing, finance, venture capital etc.

### **Role and Responsibility**

Key responsibilities of the Business Development Officer will be

- To assist Incubation Manager and Board of Directors in all the activities of EDII-VIF@TANUVAS
- Attracting funds through external grants, Alumnus Seed Money, venture capitals and other sources for sustaining the company
- Nurturing incubatees especially students
- Establishing Business Clusters

### **III. Accounts and Administrative Officer - one post (up to Rs. 40,000/- p.m.)**

#### **Essential qualifications**

M.com / M.Sc. with minimum three years experience in accounting / administration in research schemes / projects

#### **Desirable qualifications**

- Proven knowledge on
  - Account administration (Bank and other financial office)
  - Sales and Cash Book Keeping
  - Stock maintenance
  - Purchase procedure as per government norms
  - Certificate in finance related software such as TALLY

#### **Role and Responsibility**

Key responsibilities of the Accounts and Administrative Officer will be

- To assist Incubation Manager and Board of Directors in all the financial activities of EDII-VIF@TANUVAS
- Maintaining all the registers, reports and records, bill books, inventory of sales, online transactions and other financial activities of EDII-VIF@TANUVAS
- Liaise with EDII for financial statements, receiving further grants etc.

#### **IV. Maintenance and Electric Engineer - one post (up to Rs. 30,000/- p.m.)**

##### **Essential qualifications**

B.E / B. Tech in Electrical / Mechanical or related engineering disciplines with minimum two years experience in working in a research lab with HVAC facility

##### **Desirable qualifications**

- Proven knowledge on
  - C supervisor grade certificate holder
  - Knowledge of HVAC, Biosafety laboratory maintenance
  - Running of GMP facility

##### **Role and Responsibility**

Key responsibilities of the Maintenance and Electric Engineer will be

- Solely responsible for the maintenance and upkeep of the Clean room, BSL3 laboratory and GMP facility adjoining the VIF@TANUVAS
- Assist in maintenance of upkeep of other laboratory equipments, cold room etc.
- Minor repair of all laboratory equipments

**Director, Centre for Animal Health Studies  
Tamil Nadu Veterinary and Animal Sciences University  
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