



EDII – Tiruchirappalli Agri Business Incubation Forum
Anbil Dharamalingam Agricultural College and Research Institute
TAMIL NADU AGRICULTURAL UNIVERSITY
Navalurkuttapattu, Tiruchirappalli – 620 027
Tamil Nadu, India.



Registered Section 8 Company
Certificate of Incorporation No U74999TN2018 NPL 126424, dated 19th December, 2018

Dr. C. Vanniarajan, Ph.D.,
Dean, ADAC&RI, Trichy
Nodal Officer & Director, EDII-TABIF

Date: 16.11.2022

No. Dean/ADAC&RI/TRY/EDII-TABIF/ Administration Coordinator / Recruitment
Notification/2022

Notification

Applications are invited for the following post under EDII – Tiruchirappalli Agribusiness Incubation Forum (EDII-TABIF), a section 8 company established at this institute.

Name of the Post	Number of Vacancy	Pay per Month (Rs.)
Administration Coordinator	1	22,000 /-

Eligible qualification for Administration Coordinator post, roles and responsibilities are provided in the annexure.

How to apply: Submit a letter of application in English with Statement of Purpose (SOP), and Curriculum Vitae with details of name and contact details, education, work experiences, professional skills, etc., and names and contact addresses (Including phone number / e-mail) of three referees and a recent passport size photograph on or before **23.11.2022 (05.00pm)** with the subject line of “**Application for the Post of Administration Coordinator, under EDII-TABIF**”. Wherever necessary enclose attested / self-attested photocopies of certificates / testimonials / documents.

C.V. 21.11.22

Nodal Officer, EDII-TABIF, Trichy

Tel: 0431-2690162 (Off.)
Mobile No. 81480 37677, 6380751506

E-mail: trichyagribusiness@gmail.com
Website: www.trichyagribusiness.com

Annexure I

Recruitment under EDII-TABI Forum Qualifications and Responsibilities

1. Administration Coordinator : One

Essential Qualification

- B.Sc (Biotechnology) / M.Sc (Biotechnology) / B.Sc. (Botany) / B.Sc (Bio chemistry) from recognised universities.
- Excellent written and verbal communication skills in English language.
- Should be capable of writing research / project proposals to funding agencies.
- Should have knowledge in handling high end Biotech instruments & equipments.

Role and Responsibilities

- To manage EDII-TABIF a Section 8 company at ADAC&RI, Tiruchirappalli
- Business strategy and executing day to day operations and formation of different cluster of EDII-TABIF
- To enrol start-ups as members into the Incubator.
- Business plan, Detailed Project Reports (DPRS), Bankable projects and business model preparations for entrepreneurs/incubatees.
- Ability to run section 8 company with current regulatory compliance requirements
- Demonstrated abilities to engage incubates/entrepreneurs with various stakeholders such as regional and global market, import and export procedures
- Generate data, Monthly reports required for EDII and also from Agribusiness department, TNAU Coimbatore.
- Knowledge on intellectual property rights management and protection (patent.GI, Trademark etc.,)
- Proven ability on successfully organising program/workshop/investors meet
- Handling of offline and online marketing tools.

The application may be sent to the E-mail address of trichyagribusiness@gmail.com and through post to the mentioned address below.

The Nodal Officer, EDII-TABIF
Anbil Dharamalingam Agricultural College and Research Institute
Navalurkuttapattu,
Tiruchirappalli -620 0027

Date of examination and interview will be intimated to the shortlisted candidates

CV 16/11/2022

Nodal Officer, EDII-TABIF, Trichy