

Job Description of Management Trainee

About Us:-

We are the exclusive host of two dynamic incubators: CVRCE Technology Incubator Foundation (CVRCE-TIF), supported by the Department of Science & Technology (DST), and Atal Incubation Centre – C. V. Raman College of Engineering Foundation (AIC-CVRCEF), supported by the Atal Innovation Mission (AIM). With two vibrant incubation centres, we at CGU Incubators are dedicated to nurturing entrepreneurship among students and driving startup growth, both within our university and across the entire state.

Our Focus Sectors

- Our flagship CVRCE TIF specializes in Food & Agri Tech, receiving esteemed endorsement from the Department of Science & Technology, Government of India.
- Additionally, our Atal Incubation Centre is dedicated to cultivating innovation in Smart Manufacturing within Advanced Technologies, spanning diverse fields such as AIML, Cyber Security, ARVR, Robotics, Additive Manufacturing, PCB, Deep-tech, and ESDM. Proudly supported by the Atal Innovation Mission, Niti Aayog, Government of India, this centre serves as a hub for groundbreaking technological advancements.

Our Expertise

At our incubation centres, we specialize in nurturing student entrepreneurship, facilitating the journey from ideation to market success. Through our meticulously designed incubation program offerings, we provide comprehensive support for ventures, empowering aspiring entrepreneurs to realize their visions and achieve sustainable growth.

Our Programs

Our portfolio of programs includes comprehensive Pre-Incubation, Incubation, and Acceleration initiatives, tailored to address the diverse needs of startups at every stage of their development. From mentor-guided idea refinement to access to state-of-the-art facilities and domain-specific expertise, we offer a holistic ecosystem designed to propel ventures towards success.

Our Startups

We are pleased to share that our incubation/acceleration programs have enrolled over 90 startups, while the number of participants in our pre-incubation program approaches nearly 200 and even more. Our incubation centres have facilitated the disbursement of more than 10 Crore rupees in funding to startups through both government and private sources.

Website Link

www.cgu-odisha.ac.in

www.aic.cgu-odisha.ac.in

www.tbi.cgu-odisha.ac.in

Job summary:

Management Trainees work in an organisation to learn and grow as a better management employee in future. Management Trainees may rotate between several departments within a company, and they shadow Lead Managers and Supervisors. Specific tasks of a Management Trainee can change from day to day, with the overall objective of gaining experience to move forward into upper management and work independently.

- **Job Location-** CV Raman Global University Campus, Bhubaneswar
- **Job Type-** Full Time
- **Working Hour-** 9.30 am to 5.30 pm (8 hours) (It may be stretched up to 10 hours as per the emergency requirement of the organization)
- **Holidays-** As per the University Calendar (non-teaching employee)
- **Remuneration-** Fixed Stipend of **Rs.15000/pm (Graduate) and 20000 / pm (Post-graduates)** for the training period of 1 year. On completion of successful tenure as trainee, he / she can be absorbed into regular pay scale with specified job role based on the performance appraisal.
- **Reporting Officer-** Head of the Respective Incubator
- **Food & Accommodation Provided-** No

Key Responsibilities:

- Work closely with the Operations team to develop, and run Incubation/ Acceleration program.
- Execute strategy for outreach, scouting, evaluating, selection and on-boarding of quality and innovative startups.
- Maintaining proper records and documents in order to add in the revenue generation process.
- Taking care of social media handles and working on creating a good reach.

- Take care of the incubation Space, managing the regular needs of the resident startups.
- Manage the day- to- day interaction with the Incubates and jotting their issues to bring it to the team for further actions. Also following up for the needful.
- Responsible for gathering relevant document from incubate startups and sorting it as per different grant applications.
- Provide information for management reporting and prepare reports, other relevant documents as necessary.
- Helping in team works as and when required.

General Responsibility:

Employees in a business incubator typically have multifaceted responsibilities aimed at fostering innovation, supporting startups, and driving the overall success of the incubator. Some general responsibilities include:

- **Supporting Startups:** Providing guidance, mentorship, and resources to startup founders to help them navigate challenges and achieve growth.
- **Networking and Relationship Building:** Cultivating relationships with investors, industry experts, mentors, and other stakeholders to facilitate connections and opportunities for startups.
- **Program Development and Management:** Developing and managing programs, workshops, and events aimed at enhancing the skills and knowledge of startup founders and employees within the incubator.
- **Facilities Management:** Ensuring that the physical space and facilities within the incubator are well-maintained and conducive to productivity and collaboration.
- **Administrative Duties:** Handling administrative tasks such as managing memberships, coordinating events, and overseeing logistics to ensure smooth operations.
- **Monitoring Progress:** Tracking the progress and milestones of startups within the incubator, providing feedback, and making necessary adjustments to support their success.
- **Market Research and Analysis:** Conducting market research and analysis to identify trends, opportunities, and potential challenges for startups, and providing strategic guidance based on findings.
- **Promotion and Outreach:** Promoting the incubator's programs, services, and success stories through various channels to attract potential startups, investors, and partners.
- **Financial Management:** Managing budgets, finances, and funding opportunities to ensure the sustainability and growth of the incubator.
- **Continuous Learning and Improvement:** Staying updated on industry trends, best practices, and emerging technologies to continuously enhance the value proposition and effectiveness of the incubator's offerings.

Career Growth Plan:

A Management Trainee in a business incubator entails an initial immersion period focusing on orientation, shadowing, and skill development, followed by rotational assignments across departments, project leadership roles, and mentorship for holistic understanding and expertise. Specialized training in a chosen area, coupled with leadership development initiatives, paves the way for assuming managerial responsibilities within a designated timeframe. Continuous feedback mechanisms, goal setting, and personal development opportunities ensure progression towards leadership roles, with long-term vision encompassing succession planning, alumni networking, and organizational impact evaluation to sustain a dynamic and impactful career trajectory within the business incubator.

What we offer/Recourses provided:

- **TA/DA-** In case of employees travelling during the official assignment can avail Travel Allowance/ Daily Allowance as per the Incubator guideline.
- **Training and Development Programs:** Companies offer training sessions, workshops, and online courses to help employees develop new skills, enhance existing ones, and stay updated on industry trends.
- **Mentorship and Coaching:** Pairing employees with experienced employees can provide guidance, support, and valuable insights to navigate career challenges and achieve personal and professional growth.
- **Technology and Tools:** Providing access to necessary technology, software, equipment, campus Wi-Fi and other tools that enables employees to perform their tasks efficiently and stay connected with colleagues and clients.
- **Career Advancement Opportunities:** We provide opportunities for career growth and advancement through promotions, lateral moves, cross-functional projects etc.
- **Workplace Amenities:** Providing amenities such as on-site cafeterias, recreational areas and transportation services can enhance employee satisfaction and well-being.
- **Recognition and Rewards Programs:** Acknowledging and rewarding employees' contributions, achievements, and milestones through incentives, bonuses, awards, and public recognition boosts morale and motivation.

Key Skills

- ❖ Good Communication Skills
- ❖ Good English/Hindi Knowledge
- ❖ Motivation Skills
- ❖ Commercial Awareness
- ❖ Team work & Interpersonal Skills
- ❖ Analytical Skills
- ❖ Problem Solving Skills

Selection Criteria

- **Qualification-** BBA or MBA (Preferred BBA with MBA)
- **Experience-** This position is suitable for a Freshers who wants grow his career in incubator eco-system.
- **Age Limit-** 27 years
- **Travel Requirement-** A person should have two-wheeler with valid Driving License to execute the assigned task whenever required.

How to apply:

We hire MTs only through Campus Interview & University Placement Cells and not through Placement Services and Recruitment Agents. The candidate may apply for the position going through career page of our official website or send your resume to **ceo.aic@cgu-odisha.ac.in/ceo.tbi@cgu-odisha.ac.in**

Important Instructions & Terms and Conditions:

- The Qualification of the candidates must be from recognized University/Institution.
- Candidates having higher qualification in the above streams are not eligible for applying.
- The applicants are required to go through this advertisement carefully and ascertain themselves regarding their eligibility before applying
- The particulars furnished by the applicant in the application form will be taken as final.
- Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered of, fabricated and should not suppress any material information.
- Mere appearing in written examination/ interview against a vacancy does not confer a right to selection.
- The offer of appointment is subject to verification of original certificates/testimonials at the
- time of interview and completeness of other formalities.
- The candidates may also be subjected to an aptitude/analytical test for the purpose of short listing.
- No TA/DA will be provided to candidates for appearing in the interview.

***** **THE END** *****