No. CSVTU/FORTE/Advt/2025/191 **Date: 31/12/2025**

ADVERTISEMENT FOR RECRUITMENT TO VACANT POSTS AT NIDHI i-TBI, CSVTU - BHILAI

CSVTU Foundation for Rural Technology and Entrepreneurship (CSVTU-FORTE), a section-8 company of Chhattisgarh Swami Vivekanand Technical University (CSVTU), is inviting applications for selection at key positions in the NIDHI-Inclusive Technology Business Incubator (i-TBI), as mentioned below:

S. No.	Position	No. of Vacancy
1.	Incubation Manager	01 position
2.	Accountant	01 position
3.	Workshop Assistant	01 position
4.	Multi-Tasking Staff (MTS)	01 position

NIDHI i-TBI is an Incubator for nurturing knowledge-based and technology-driven ideas and innovations into successful start-ups, established at CSVTU Campus, Newai, Bhilai (CG), under National Initiative for Developing and Harnessing Innovations (NIDHI) of National Science & Technology Entrepreneurship Development Board (NSTEDB), Department of Science & Technology (DST), and Government of India.

ABOUT NIDHI i-TBI, CSVTU Bhilai

NIDHI i-TBI, CSVTU Bhilai, supported by NSTEDB, DST is focusing on fostering innovation and entrepreneurship culture among the students, faculties, innovators, entrepreneurs and nearby communities. It will provide grants-in-aid fund support and mentoring support to innovative ideas enabling to convert them into prototypes and support further in their journey to successful startups.

More details about the NIDHI i-TBI, CSVTU Bhilai, is given in our official website: **www.csvtuforte.com**

Applications are invited from deserving candidates for the following positions:

1. INCUBATION MANAGER

JOB DESCRIPTION, INCUBATION MANAGER

Incubation manager will work closely with CEO to run the incubation centre. He will be responsible for developing and executing outreach plan scouting, evaluating, selecting and on-boarding of quality innovative start-ups. The incubation manager will have the responsibility for day-to-day operations of the incubation facility most effectively.

ESSENTIAL ELIGIBILITY CRITERIA

Graduate Degree in any Engineering/ Technology/ Science/ Commerce/ Management discipline from a reputed Indian/Foreign University/Institute having Minimum 3 years of total work experience, out of which minimum 1 year should be a combination of working in a Start-up or Entrepreneurship, Entrepreneurship Development or Management experience in relevant area.

DESIRABLE

- Masters Degree in any Engineering/ Technology/ Science/ Commerce/ Management discipline
- Experience in entrepreneurship development/ management and/or association with some incubator/TBI/Startup ecosystem.
- Must be able to participate in discussions with incubatee companies and provide the feedback and direction.
- Should be able to run programs such as ideathon, hackathon and grand challenges to scout innovators and startups.
- Should be able to network with corporates and Govt. bodies to raise funding for incubation programs.
- Strong communication and presentation skills.

COMPENSATION

Consolidated remuneration of *max. up to Rs. 64,000/Month (with 10% annual increment). Essential allowances will be admissible as per the norms for any project related work with prior approval from competent authority.

DURATION OF APPOINTMENT

On Contractual basis for 1 year, extendable for further one year or till project completion whichever is earlier based on performance review.

2. ACCOUNTANT

JOB DESCRIPTION, ACCOUNTANT:

The accountant will oversee the accounts and overall documentation and activities of all the financial records under the i-TBI.

ESSENTIAL ELIGIBILITY CRITERIA

1. B Com/ M Com/ CA/ ICWAI or MBA in relevant discipline having minimum 1 year of total work experience. Knowledge of **PFMS and TALLY** software is a must for this post.
2. Maximum age not more than 40 Years as on 1st January 2026

DESIRABLE

1. Knowledge of book keeping of accounts, GST, TDS, MS-Office particularly MS-Excel, WORD and Power point.

COMPENSATION

Consolidated remuneration of *max. up to Rs. 18,000/Month (with 10% annual increment).

DURATION OF APPOINTMENT

On Contractual basis for 1 year, extendable for further one year or till project completion whichever is earlier based on performance review.

3. WORKSHOP ASSISTANT

JOB DESCRIPTION, WORKSHOP ASSISTANT:

Workshop Assistant will oversee the operation of the established set-up (Fabrication lab and other labs) under i-TBI. The workshop assistant will be responsible for overall lab planning of various lab activities to be conducted under i-TBI.

ESSENTIALELIGIBILITY CRITERIA

1. ITI/ Diploma/ B Tech/ BE in relevant stream
2. Maximum age not more than 35 Years as on 1st January 2026

DESIRABLE

Experience in working on Fabrication Labs/ Workshop/ Manufacturing industry etc

Should have worked on machines like CNC Router, CO2 Laser Cutter, 3D printer other electronics equipments and Machine hand Tools etc.

COMPENSATION

Consolidated remuneration of *max. up to Rs. 18,000/Month (with 10% annual increment).

DURATION OF APPOINTMENT

On Contractual basis for 1 year, extendable for further one year or till project completion whichever is earlier based on performance review.

4. Multi-Tasking Staff (MTS)

JOB DESCRIPTION, MULTI-TASKING STAFF (MTS):

The Multi-Tasking Staff (MTS) is an office staff to carry out day to day operation of official work under i-TBI.

ESSENTIAL ELIGIBILITY CRITERIA

1. Minimum Higher Secondary School passed. Experience in office related works.
2. Maximum age not more than 30 Years as on 1st January 2026.

DESIRABLE

1. Graduate in any discipline with knowledge of basic computers.
2. Should have knowledge and experience of Office Filing works, Stock keeping, Computer Data Entry and other basic office works.

COMPENSATION

Consolidated remuneration of *max. up to Rs. 13,000/Month 10% annual increment of salary on basis of performance and renewal of the term.

DURATION OF APPOINTMENT

On Contractual basis for 1 year, extendable for further one year or till project completion whichever is earlier based on performance review.

SELECTION PROCESS & IMPORTANT TERMS:

- A merit list of candidates shall be created based on personal interviews, and in order of precedence of the merit list, applicants shall be selected for the positions mentioned.

- A formal employment offer shall only be offered to the selected applicants with a definite joining date. The selected applicant may be given some time for transitions between jobs, if so necessary, as per mutually agreed terms.
- The decision of the management of CSVTU-FORTE shall be final in all matters related to this selection and eventual recruitment.
- Applicants should submit separate application form for each post (in case applied for more than position). Information in the application should be supported by copy of self-attested certificates, submitted as enclosures.
- Bring original documents for verification. Original documents will be cross verified at the time of interview.
- Candidates serving in Government organizations must produce **No Objection Certificate** at the time of interview.
- Experience shall not be calculated on the basis of mere appointment offer/letter. For consideration of experience, please attach the experience certificate issued by Principal / Head of the Institution/organization.
- No personal communication in any form (letter/paper/verbal) is allowed regarding advertisement.
- Canvassing of any kind will lead to disqualification of candidature.

HOW TO APPLY:

Interested applicants can apply online in the following Google Form link on or before 15th January 2026:

https://forms.gle/CQuBtp46nZ24pKLk8

IMPORTANT NOTE: Shortlisted Candidates will be invited for Interview. **Candidates are advised to visit the CSVTU-FORTE website regularly for any further information/update.**

Please bring all the Enclosures (your Resume, Experience Certificates and Other supporting documents) as attachments at the time of interview.