



BioNEST Bioincubation Centre (Industrial Biotech Park, IBTP Kathua)

ADVERTISEMENT NO. IBTP-3/2025

(WALK-IN-INTERVIEW)

BioNEST Bioincubation Centre, Industrial Biotech Park, Kathua invites applications from eligible and interested candidates to work under a Project implemented at “**Industrial Biotech Park, Ghatti, Kathua**” funded by **BIRAC, DBT**. Responsibilities include managing the incubator and supporting start-ups and entrepreneurship at **Industrial Biotech Park, Kathua**. The following positions shall be filled up through WALK- IN-INTERVIEW:

Position Code	Name & No. of Position(s)	Essential Qualification(s)	Desirable Qualification(s)	Upper Age Limit	Monthly Emoluments (₹)
IBTP-BN-01	Business Manager-Administration & Finance [01 Position]	i) B.Tech./M.Sc./M.Tech/MBA and ii) At least 2 years of proven experience in Business Management /R&D/ Company Secretary, Administration/ Finance/ Entrepreneurship Development/ Office management	i) Diploma in management/business development/ Administration/ Finance ii) Candidate needs to have good writing and oral communication skills with computer literacy	40 years	₹50,000/- (Consolidated)
IBTP-BN-02	Office Assistant [01 Position]	i) Bachelors in Science with minimum 55% marks and ii) At least Six months diploma in Computer Applications	i) Handling of scientific documentation, Data entry operations, Maintenance of records, Skill development training programs ii) Sufficient Knowledge of computer operations, particularly in office & Powerpoint	28 years	₹25,000/- (Consolidated)

IMPORTANT INSTRUCTIONS

1. The positions are purely temporary and co-terminus with the project. The persons selected will work in the project at Industrial Biotech Park, Kathua for a period of one year which is further extendable depending upon their performance.
2. Age will be reckoned as on the last date of receipt of applications, i.e., **06.01.2026**.
3. All the eligible candidates are advised to fill the Google form on or before **06.01.2026 (Tuesday) by 05:00 pm**. Any application received after the scheduled date and time shall not be entertained for Walk in interview.
 - **Business Manager-** (IBTP-BN-01) - <https://forms.gle/TXpqwNEMS4rzjjTk7>
 - **Office Assistant-** (IBTP-BN-02) - <https://forms.gle/aQoyNwhyL9UCyPVc8>
4. The list of shortlisted candidates for in person interview will be uploaded on the CSIR-IIIM website <https://iiim.res.in/> on **08.01.2026 (Thursday)** by **5:00 pm**.
5. The applicants (who have applied within the stipulated date and time) must bring all the academic & work experience documents & certificates in original as well as self-attested photocopies at the time of WALK-IN- INTERVIEW and 'RESULT WAITED' will not be considered.
6. The interview date will be announced on the CSIR-IIIM website (<https://iiim.res.in/>). Please check these websites regularly for updates.
7. The **WALK-IN- INTERVIEW** will be held at CSIR-IIIM, Canal Road, Jammu.
8. The candidate has the option to interact in English/Hindi before the Selection Committee.
9. In case the final certificates reflect CGPA/SGPA/OGPA Grades, the candidate should convert the same into an equivalent percentage as per the approved formula of the University in the Application Form, and a copy of such conversion must be attached along with the application form.
10. To avoid any inconvenience, only those candidates who strictly fulfil the eligibility criteria and possess the degrees/mark sheets in the subjects above should apply for the interview.
11. Upon selection/empanelment, the original documents, including eligibility qualification, DOB certificate, will be verified; if any discrepancy is found, the selection/empanelment shall stand cancelled. No TA/DA will be paid for attending the WALK-IN- INTERVIEW.

INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.

**Sd/-
Section Officer**