



RGU Rural Business Incubation Foundation (RGU RuBIF)
आरजीयू ग्रामीण व्यापार इनक्यूबेशन फाउंडेशन (आरजीयू बीआईएफ)

Rajiv Gandhi University
राजीव गांधी विश्वविद्यालय

Rono Hills, Doimukh, Arunachal Pradesh – 791112
रोनो हिल्स, दोईमुख, अरुणाचल प्रदेश – ७९१११२

F. No. RGU/RuBIC-01/Correspondence/24-105

Date: 12.10.2026

NOTIFICATION

Applications are invited from eligible candidates for filling up **one (01) post of Chief Executive Officer (CEO)** on a contractual basis at the **RGU Rural Business Incubation Foundation (RGU RuBIF), Rajiv Gandhi University, Arunachal Pradesh – 791112.**

The detailed information regarding the post, including essential qualifications, experience, roles and responsibilities, remuneration, tenure of engagement, terms and conditions, and the application procedure, is provided below.

Sl No.	Post	No of Post	Monthly remuneration	Upper Age limit	Qualification/Experience
1	CEO (Chief Executive Officer)	1 (One)	Rs. 35,000/- (consolidated)	35	<u>Essential</u> Masters in Horticulture with minimum one year of experience in incubation or Innovation/Startup/Technology deployment or equivalent. <u>Desirable</u> Field Experience: Experience in planning and organizing practical demonstrations for agricultural technologies in diverse field environments. Event Coordination: Skilled in conducting and facilitating seminars, field days, and interactive feedback sessions to promote agricultural innovations. Communication Skills: Strong verbal and written communication abilities, effectively engaging with diverse audiences, including farmers, researchers, and service providers. Bioprocessing Expertise: Proficient in bioprocessing of horticultural crops and products, optimizing quality and productivity. Hands-on Training: Experienced in providing hands-on training to service providers and progressive farmers to support technology dissemination.

					Laboratory Proficiency: Skilled in advanced laboratory techniques. Preference would be given to those who have worked for Science and Technology driven start up incubation/innovation etc.
Tenure of Post/ Nature of Appointment					The post is temporary for a period of 02 years that would be extendable by further period based on performance. The tenure can be extended or curtailed as per requirement of the company.
Last date to apply					21st October 2026
How to apply					Interested candidates should submit the application form and supporting documents in a single PDF file only via email at rubic.rgu@rgu.ac.in by October 21, 2026. Applications received after the due date will not be considered. The email subject must be “Application for the post of CEO”.
Note: A separate communication specifying the date and time of the interview will be sent to all shortlisted candidates via email. Candidates called for the interview must produce their original certificates and documents in support of their educational qualifications and work experience for verification at the time of the interview. No TA/DA (Travelling Allowance/Dearness Allowance) shall be admissible for attending the interview.					

SCOPE OF WORK

CHIEF EXECUTIVE OFFICER (CEO)

- i. The CEO shall be appointed under the RGU RuBIF to promote and support start-ups in various sectors like agriculture, rural technologies, and other areas.
- ii. The CEO will be responsible for planning the strategic growth through various programs, creating progress and impact matrix and plan for strategic collaborations with other eco systems. Create plan to make RGU RuBIF a self-sustainable incubator.
- iii. Create plans/programs according to the potential of the start-ups (early-stage or mature), assist them writing business plans, keep track of the Incubation process/stage; analyze financial statements, forecast sand funding requirements for helping the incubates prepare proposals for funding.
- iv. The CEO will be responsible to develop the mentor network (Technical, financial and marketing) for the Incubator and work with them to make the Incubated venture successful.
- v. The CEO will be responsible for developing assisting platforms within the incubator like legal, patent, financial service etc. for helping the incubates/start-ups.
- vi. The CEO will be responsible for creating valuation matrix of the all the incubates/start-ups.
- vii. The CEO will be responsible to create plans for creating outreach programs to involve RGU faculty/Students in various programs of RGU RuBIF.
- viii. The CEO will spear head the strategical alliances with various stakeholders (industry or government institutions) for raising funds for RuBIC.
- ix. The CEO will be under the direct control of Nodal Officer and Coordinator RGU RuBIF, RGU and will comply with any job assigned by the Nodal Officer and Coordinator RGU RuBIF, RGU.

- x. The CEO will work with on setting up the seed funding for the start-ups.
- xi. The CEO will have to perform the work assigned by the Nodal Officer and Coordinator RGU RuBIF time to time as per the need of the Foundation.
- xii. The CEO will also handle the incubation laboratory and operate the laboratory equipments.
- xiii. The CEO should be willing to travel, as needed by RGU RuBIF.

GENERAL INFORMATION AND INSTRUCTIONS

- i. The above-mentioned positions will be purely on contractual basis for 24 months initially and may be renewed further subject to satisfactory performance.
- ii. The engagement may be terminated anytime without assigning any reason, if performance is found unsatisfactory.
- iii. All the original documents in support of the eligibility will have to be produced at the time of interview for verification. Non availability of the supporting documents towards the essential qualification, the candidate will not be allowed to sit in the interview.
- iv. **Selection process:** Candidates will have to appear for an personal interview (after document verification) before the selection committee along with original and self attested copies of certificates/testimonials from 10th standard onwards, caste certificate (if applicable), experience certificate, NET/GATE certificate etc on the day of interview.
- v. No TA/DA will be provided, and the candidate has to bear all the expenses for attending the interview.

For any query candidates may mail to: rubic.rgu@rgu.ac.in

Sd/-

Director, RGU RuBIF

APPLICATION FORM FOR THE POST OF CEO – RGU RuBIF

(Please refer to detailed advertisement for Job Descriptions and Eligibility)

Paste Photo

Personal Details:

Name:			
Father's Name:			
Date of Birth: (DD/MM/YYYY)		Category: Gen/SC/ST/OBC/EWS	
Marital Status			
Nationality:			
Mobile:		Email:	
Present Address:	Permanent Address:		

Educational Qualifications

Degree	Board/Institute/ University	Subjects/Discipline	CGPA%	Division	Passing year
10 th or equivalent					
12 th or equivalent					
Diploma, if any					
B.Sc.					
M.Sc.*					
Any other					

***Title of M.Sc Thesis:**

Professional Experience (Chronological Order):

Name of the organization	Designation	Duration		Nature of work
		From	To	

Number of research publications (attach list):

Time required to join this position:

Any other relevant information:

Please attach a write-up, not exceeding 500 words, in support of your candidature:

DECLARATION

I hereby declare that all information provided in this application for the position of CEO is true and accurate to the best of my knowledge and belief. If selected, I commit to adhering to the rules and regulations of the Foundation. I acknowledge that the Foundation's decisions regarding selection and assignment are final. I understand that the Foundation reserves the right to terminate my appointment if it is found that I provided false information or if my conduct is deemed unsuitable. I agree to abide by the Foundation's decisions, which are final.

Date:

Place:

Signature of the applicant

Enclosures:

1. Proof of Date of Birth
2. Marks Sheets & Certificates of all Educational Qualifications
3. Experience Certificate, if any
4. Category Certificate, if applicable
5. List of Publications