

**Notification No.-02 of 2025**  
**Agri-Business Incubation Centre**  
**SKUAST-Jammu**

**Subject – Engagement of Contractual Staff under RKVY-RAFTAAR project.**

Pursuant to extension of the RKVY-RAFTAAR project currently operational at Agri-Business Incubation Centre, SKUAST-Jammu, sponsored by Ministry of Agriculture & Farmers’ Welfare, Govt. of India accorded vide Ministry letter no:- 12-1/2020-RKVY dated 06.03.2024, till 31.03.2026, it is submitted that the sanctioned contractual positions of Business Manager and Office Assistant under the project need to be filled in order to ensure smooth operation of the project and its various activities, as per the below mentioned details:

**Details of Vacant Posts -**

S. No.	Name of Project/Unit	Designation	Total Emoluments per month (Rs. Lakh)	Essential Job Qualification	Age Limit	Duration	Proposed Recruitment Process
1	Agri-Business Incubation Centre,SKUAST-J under RKVY-RAFTAAR Project of MoA& FW, GoI	Business Manager (BM) (1 Post)	1.25	M. Tech./MBA/Chartered Accountant/PGDM/ Equivalent Master Degree in Agriculture/Agri-Business/ Finance/Commerce/Marketing/Agri-Marketing/ Agri-Economics/ Economics/ International Business/Technology Commercialization Entrepreneurship from recognized institute having minimum experience of 3 years (securing not less than 55% marks in case of general category and 50% marks in case of reserved category candidates). Preferably experience in Technology commercialization/ Investment banking/ Banking/ Project appraisal and support incubators/ Assessment and evaluation of projects, startups/ start-up ecosystem.	25-50 Years (Relaxation as per GOI rules)	Till 31.03.2026 or till termination/ co-terminus with the project whichever is earlier	General Recruitment (Offline application, Initial screening, Interview etc.)
2		Technical/ Office Assistant (1Post)	0.30	Graduation in any stream, preferably B.Com. / BBA with working knowledge of accounts and computers, including MS office.	21-30 Years (Relaxation as per GOI rules)		

**1. Advertisement Notification (A) -**

**Recruitment of Contractual position of Technical/Office Assistant under RKVY-RAFTAAR project**

Eligible and qualified candidates are invited to apply offline for engagement as ‘**Office Assistant**’ on contractual basis at Agri-Business Incubation Centre, SKUAST-Jammu, a unit of Division of Agricultural Economics and ABM, funded under the RKVY-RAFTAAR project of Ministry of Agriculture & Farmers’ Welfare, Govt. of India from 09.07.2025. Candidates are requested to fill in the application form (attached along with this notification) duly complete in all respects. The application form is to be accompanied by a D.D of Rs. 1000/- in favor of Comptroller, SKUAST-J payable at Jammu. The letter of engagement shall be issued to the selected candidate as per the order of merit subject to verification of antecedents. In addition, a reserved waiting list shall also be maintained which shall come into play in case the selected candidate fails to join in the stipulated time or is disqualified due to any discrepancy found in his/her qualification or experience. The eligibility criteria and other terms & conditions are as under:

S.No.	Name of Project/Unit	Designation	Total Emoluments per month (Rs. Lakh)	Essential Job Qualification	Age Limit	Duration
1.	Agri-Business Incubation Centre, SKUAST-J under RKVY-RAFTAAR Project of MoA & FW, GoI	Technical/Office Assistant (1Post)	0.30	Graduation in any stream, Pro-rata B.Com. / BBA (Securing not less than 55% marks in case of general category and 50% marks in case of reserved category candidates)with working knowledge of accounts and computers, including MS office.	21-30 Years (Relaxation as per GOI rules)	Till 31.03.2026 or till termination/co-terminus with the project whichever is earlier.

*Note:-*Application form along-with a copy of detailed notification can be downloaded from the University website i.e. [www.skuast.org](http://www.skuast.org)

**Terms & Conditions:-**

1. The candidates are advised to fill the application form offline along with a requisite application of fee of Rs.1000/-through a Demand Draft drawn in favor of Comptroller, SKUAST-J payable at Jammu. The form must be accompanied by all requisite documents pertaining to qualification, experience and age and submitted by registered post to Prof. Jyoti Kachroo, CEO/P.I Agri-Business Incubation Centre, SKUAST-J, Division of Agril. Economics & ABM, Block-7, First Floor, SKUAST-Jammu, Main Campus, Chatha, 180009 before 5:00 PM on 31.07.2025. The form submitted late/without requisite documents or incomplete in any respect shall be subject to rejection.
2. Position is purely on temporary basis and co-terminus with the project. Selected candidate will not be entitled for any claim for regular appointment/absorption in SKUAST-Jammu or in sponsoring agency in future.
3. The scheme is sanctioned upto 31<sup>st</sup> March 2026/co-terminus with the project, whichever is earlier. Hence, the person employed shall not claim for continuation of the employment beyond the above specified dates referred herein.
4. The eligible candidates who shall submit the application form complete in all respects along-with fees and documents shall be interviewed in the office of Directorate of Research, SKUAST-Jammu, subject to the verification of the original documents at the time of interview. Candidates who fail to produce the requisite documents in original at the time of interview shall not be allowed to sit for the interview.
5. Mere attending the interview shall not be treated as being eligible for the post.
6. However, the decision of the concerned selection committee w.r.t eligibility shall be final and binding and no correspondence in this regard shall be entertained at any stage of the process.
7. The effective date w.r.t. counting of age eligibility shall have the effect from 1<sup>st</sup> January of the advertisement year (i.e. 1<sup>st</sup> January, 2025).
8. The P.I/CEO of project/unit reserves the right to withdraw the post of contractual positions or defer filling up the post advertised herein above at any stage without assigning any reason.
9. A copy of detailed notification can be downloaded from the University website i.e. [www.skuast.org](http://www.skuast.org).
10. A consolidated amount as mentioned in the table above will be paid to the selected candidate's salary for the respective post subject to availability of funds.
11. The selected candidate will be posted in Agribusiness Incubation Centre, SKUAST-J, a Unit of Division of Agril. Economics & ABM, SKUAST-J, Main Campus – Chatha, Jammu.
12. No T.A./D.A. will be paid to the candidates for appearing in the interview.
13. Canvassing in any form is liable to disqualify the candidature. The university decision will be final & binding in all respects related to selection.
14. Candidates who may not be fulfilling all the requirements by the last date of submission of application form need not apply.

**2. Advertisement Notification (B) -**

**Recruitment of Contractual position of Business Manager under RKVY-RAFTAAR project**

Offline applications are invited for the contractual positions of **Business Manager** sanctioned under the RKVY-RAFTAAR project, operational in the Division of Agricultural Economics and ABM, SKUAST-Jammu. The date for the commencement of submission of offline application form will be 09.07.2025. The eligible candidates before submission of the form must go through the eligibility criteria, terms and conditions provided in the notification.

The eligibility criteria and other terms & conditions are as given below. Application form along-with a copy of detailed notification can be downloaded from the University website i.e. [www.skuast.org](http://www.skuast.org)

S. No.	Name of Project/Unit	Designation	Emoluments per month (Rs. Lakh)	Essential Job Qualification	Age Limit	Duration	Proposed Recruitment Process
1	Agri-Business Incubation Centre, SKUAST-J under RKVY-RAFTAAR Project of MoA & FW, GoI	Business Manager (BM) (1 Post)	1.25	M. Tech./ MBA/Chartered Accountant/PGDM/ Equivalent Master Degree in Agriculture/Agri-Business/ Finance/Commerce/Marketing/Agri-Marketing/ Agri-Economics/ Economics/ International Business/Technology Commercialization Entrepreneurship from recognized institute (securing not less than 55% marks in case of general category and 50% marks in case of reserved category candidates)having experience of minimum 3years preferablyin Technology commercialization/ Investment banking/ Banking/ Project appraisal and support incubators/ Assessment and evaluation of projects, startups/start-up ecosystem.	25-50 Years (Relaxation as per GOI rules)	Till 31.03.2026 or till termination/ co-terminuswith the project whichever is earlier	General Recruitment (Offline application, Initial screening, Interview etc.)

**Terms & Conditions:-**

1. The candidates are advised to fill the offline application form of concerned post along with a requisite application fee of Rs. 1500/- through a Demand Draft drawn in favor of Comptroller, SKUAST-J payable at Jammu. The form must be accompanied by all requisite documents pertaining to qualification, experience and age and submitted by registered post to Prof. Jyoti Kachroo, CEO/P.I Agri-Business Incubation Centre, SKUAST-J, Division of Agril. Economics & ABM, Block-7, First Floor, SKUAST-Jammu, Main Campus, Chatha, 180009 before 5:00 PM on 31.07.2025. The form submitted late/without requisite documents or incomplete in any respect shall be subject to rejection.
2. Candidates who are already employed should produce ‘No Objection Certificate’ from the present employer.
3. Position is purely temporary basis and co-terminus with the project. Selected candidate will not be entitled for any claim for regular appointment/absorption in SKUAST-Jammu or in sponsoring agency in future.
4. The scheme is sanctioned upto 31<sup>st</sup> March 2026 and the position is co-terminus with the project, whichever is earlier. Hence, the person employed shall not claim for continuation of the employment after the termination of the schemes.
5. The submitted forms shall be screened by a designated committee and eligible candidates who have submitted the application form complete in all respects along-with application fee, within the specified time shall be called for attending the provisional personal interview to be held in the office of Directorate of Research, SKUAST-Jammu, Main campus, Chatha.
6. Candidates will have to report at the University venue at-least 2 hours prior to the scheduled time of personal interview along-with all original documents for verification and 3 sets of photocopies along-with 3 recent colored passport size photographs. Candidates who fail to produce the requisite documents in original at the time of interview shall not be allowed to sit for the interview.
7. Mere attending the interview shall not be treated as being eligible for the post.
8. However, the decision of the concerned selection committee w.r.t eligibility shall be final and binding and no correspondence in this regard shall be entertained.
9. The effective date w.r.t. counting of age eligibility shall have the effect from 1<sup>st</sup> January of the advertisement year (i.e. 1<sup>st</sup> January, 2025).
10. The P.I/CEO of project/unit reserves the right to withdraw any post of contractual positions or defer filling up any or the posts advertised herein above at any stage without assigning any reason.

11. Submission of incomplete application form in any respect will not be entertained and is liable to be rejected.
12. A copy of detailed notification can be downloaded from the University website i.e. [www.skuast.org](http://www.skuast.org).
13. A consolidated amount as mentioned in the table above will be paid to the selected candidate as salary for the said post subject to availability of funds.
14. The selected candidate will be posted in Agri-Business Incubation Centre, SKUAST-J, a Unit of Division of Agril. Economics & ABM, SKUAST-J, Main Campus – Chatha, Jammu.
15. No T.A./D.A. will be paid to the candidates for appearing in the interview.
16. Canvassing in any form is liable to disqualify the candidature. The university decision will be final & binding in all respects related to selection.
17. Candidates who may not be fulfilling all the requirements by the last date of submission of application form need not apply.