



**Centre for Agribusiness Incubation and Entrepreneurship
Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya ,Gwalior**



No./CAIE/Emp. Notice/2026-27/123

Date:03/08/2026

Employment Notice

CAIE, RVSKVV, Gwalior invites applications to fill up the positions of **Marketing Manager(1)** **Assistant Manager Production (1)** , **Office Assistant (1)** on contract basis. Last date of receipt of application forms is **August 25, 2026**. For other details, please visit website www.rvskvv.net and www.caie.info. For further clarifications (if any) please contact the undersigned.

CEO ,CAIE, RVSKVV, Gwalior
caie@rvskvv.net , www.caie.info 0751-2484000


CHIEF EXECUTIVE OFFICER
CAIE, R.V.S.K.V.V.,Gwalior

CENTRE FOR AGRIBUSINESS INCUBATION & ENTREPRENEURSHIP

Financially supported by NABARD

Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, College of Agriculture Campus,
Race Course Road, Near Mela Ground, Thatipur, Gwalior,
Madhya Pradesh (India) – 474002 caie@rvskvv.net

RECRUITMENT NOTICE

Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV), Gwalior is State Agricultural University established in the year of 2008 by the ordinance of Government of M.P. Since then, it has been fully dedicated to agriculture and allied services, extension services, mentoring agricultural students, agri-businesses, farmers in state and marginalised communities and women to take up leadership position in agri-ventures in the Country.

The University with financial support of NABARD has established Centre for Agribusiness Incubation & Entrepreneurship (CAIE) in the year 2020 to facilitate the institution in bringing out the next round of agri-innovations and promoting startups in agri-tech through incubation process. CAIE-RVSKVV, Gwalior has been set up as a non-profit section 8 Company registered under the Companies Act 2013. To achieve the objectives of CAIE, a highly skilled full time professional team is required.

Details about the Advertised positions:

S. No.	Name of Post	Number	Salary (Rs.)
1.	Marketing Manager	1	Rs.0.50 lakh per month
2.	Assistant Manager Production	1	Rs.0.30 lakh per month
3.	Office Assistant	1	Rs.0.10 lakh per month

Note: Positions are based at CAIE, Gwalior

The above position is a **full-time contractual assignment**, and the selected candidate will be directly employed by the **Centre for Agribusiness Incubation & Entrepreneurship (CAIE), RVSKVV, Gwalior**. The position is based at CAIE, Gwalior and carries a probation period of **three (03) months**. Interested candidates are required to submit their applications in the prescribed format on or before **25th August 2026**. The hard copy of the duly filled application, along with self-attested copies of all educational qualification certificates, testimonials, and experience certificates, should be sent through Registered/Speed Post or submitted in person to the **CEO, CAIE, College of Agriculture Campus, Race Course Road, Near Mela Ground, Thatipur, Gwalior, Madhya Pradesh (India) – 474002**. In addition, a soft copy of the duly signed application, along with all supporting documents combined into a single PDF file, must be emailed to caie@rvskvv.net. The envelope containing the hard copy of the application should be clearly superscribed as: **"Application for the Post of _____ (Mention Post Name) at CAIE, RVSKVV, Gwalior."**


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CEO CAIE, RVSKVV, Gwalior

TERMS AND CONDITIONS

- 1) The minimum age as of last date of closing application should be at least 21 years and maximum must not be more than 45 years for any of the positions.
- 2) The selection and appointment will be made by a Screening/Selection Committee constituted by the competent authority. Only shortlisted candidates for any of the positions will be intimated through email for attending an interview at CAIE.
- 3) The above positions are purely contractual and project-based, and shall remain co-terminus with the project sanctioned by NABARD. The appointment shall be subject to the continuation, extension, modification, or discontinuation of the project and the availability of funds as decided by the funding agency. CAIE/RVSKVV shall have no obligation to continue the appointment beyond the project period or in the event of withdrawal or non-extension of funding.
- 4) Candidates are required to enclose self-attested copies of all the testimonials in support of their qualifications & experience failing which their candidature is liable to be rejected outright. All educational, professional and technical qualifications should be from a recognized Board / University and the original certificates should be produced at the time of interview, if shortlisted.
- 5) Persons working in Govt. or Public Sector Undertaking and willing to work on deputation should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
- 6) No TA/DA will be paid to the candidates called for interview
- 7) Canvassing in any form will be a disqualification.
- 8) Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Only the candidates short listed by a duly constituted Screening Committee will be called for interview. In case a large number of applications are received for the post, the Screening Committee may limit the number of candidates to those possessing higher qualification or alternatively may arrange written screening test for short-listing the candidates. The decision of the Committee in this regard will be final. No interim inquiries in this regard will be entertained.
- 9) The Centre for Agribusiness Incubation & Entrepreneurship, Gwalior is an, 'equal opportunity' employer and does not discriminate on the basis of caste, creed, age, gender, language, geographies, etc. Women are especially encouraged to apply for various vacancy positions.

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JOB DESCRIPTION FOR POSITION OF MARKETING MANAGER

Title	Marketing Manager
Essential educational Qualifications	MBA/PGDM (Marketing)/ Agri business Marketing from UGC recognised institute/ University.
Essential experience	Minimum 5 years of experience in Agriculture/ Rural Marketing and Business Communication. (Promotional campaigns of large projects, Marketing and communications network management, social media and content distribution campaigns keeping a close eye on the performance metrics and related budgets etc.)
Desirable experience	Work experience in rural marketing, marketing channel-partner relationship management, awareness campaigns to promote agri-products, agri-incubation/startups. Proficiency in graphic designing, handling digital marketing , packaging and branding of agri. products
Job profile	• Demand assessment of incubation possibility, its related issues like production and capacity to generate market intelligence reports. • Contributing to developing and executing marketing strategy and plans for the incubation centre, all CAIE initiatives and also for its incubates. • Providing support services for branding and market linkages for CAIE and its start-ups • Daily management of marketing channels, executing paid, social media and content distribution campaigns keeping a close eye on the performance metrics and related budgets. • Bring new ideas and support lead generation campaigns, events, boot camps, etc. • Actively support development, production and management of marketing collaterals , ppt , reports and its content development. • External Communications , outreach visits , marketing camps related to the incubation centre and start-ups activities. • All other incubation related activities of the centre.
Remuneration and other facilities	Consolidated fixed salary of Rs 0.50 lakh per month. TDS and other deductions as applicable from time to time will be applicable. The person appointed will be posted in the Centre for Agribusiness Incubation and Entrepreneurship (CAIE), Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV), Gwalior


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2. JOB DESCRIPTION FOR POSITION OF ASSISTANT MANAGER **PRODUCTION**

Title	Assistant Manager Production
Educational Qualifications	Essential: Three-year Diploma in Food Technology, Food Processing Technology, Agricultural Engineering, Mechanical Engineering, Production Engineering, or ITI (Fitter, Mechanic, Turner, Machinist, Food Production) from a recognized Board/Institution. Desirable: Bachelor's Degree in Food Technology, Food Engineering, Agricultural Engineering, Mechanical Engineering, Production Engineering, or Agribusiness Management from a recognized University/Institution.
Essential experience	Minimum 2 years of relevant experience in the operation, maintenance, or management of food processing machinery/equipment in a food processing unit, incubation centre, industry, or related organization.
Job profile	• Manage overall operations, supervision and utilization of the Central Processing Line (CPL), Fruit & Vegetable Line, and Animal Feed Line at CAIE. • Operate, maintain, troubleshoot, calibrate, and ensure safety and upkeep of all processing equipments. • Provide technical support to startups and users for processing, product development, and demonstrations. • Ensure compliance with SOPs, hygiene, sanitation, and food safety standards. • Maintain operational, maintenance, production, inventory, asset, and utilization records. • Monitor inventory and process procurement of consumables, tools, spare parts, and raw materials. • Coordinate with vendors, technical experts, and agencies for installation, maintenance, training, and technical support. • Support training programmes, workshops, demonstrations, industrial visits, and startup activities. • Prepare operational, maintenance, utilization, and progress reports. • Perform any other duties assigned by the Chief Executive Officer/Competent Authority.
Remuneration and other facilities	Consolidated fixed salary of Rs 0.30 lakh per month. TDS and other deductions as applicable from time to time will be applicable. The person appointed will be posted in the Centre for Agribusiness Incubation and Entrepreneurship (CAIE), Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV), Gwalior


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3. JOB DESCRIPTION FOR POSITION OF OFFICE ASSISTANT

Title	Office Assistant
Educational Qualifications	Intermediate (10+2) with good academic record from a recognized State/Central Education Board.
Desirable Experience	• Experience as an Office Assistant, Sales Executive, or in a similar role. • Experience of working as support staff in an Incubation Centre or Startup Ecosystem. • Working knowledge of computers, including MS Office and basic office applications. Note: Freshers are also eligible to apply.
Job profile	• Manage the day-to-day operations of the CAIE Sales Cum Display Shop, including product display, customer service, billing, sales, inventory, and housekeeping. • Maintain stock, sales, billing, cash, and other shop-related records and registers. • Provide office support, including filing, file movement, record management, data entry, scanning, photocopying, and official correspondence. • Handle customer enquiries, coordinate with startups, process orders, and assist in product delivery. • Ensure cleanliness, dusting, proper arrangement, and upkeep of the Sales Shop, CPL, office premises, furniture, equipment, and common areas. • Assist in preparing quotations, purchase orders, reports, and other official documents using MS Office. • Support the organization of meetings, training programmes, exhibitions, startup events, and promotional activities. • Coordinate with startups, vendors, visitors, and other stakeholders for smooth office and shop operations. • Undertake official travel for coordination, procurement, file/document submission, field visits, and event support, as assigned. • Perform any other office, administrative, sales support, housekeeping, or project-related duties assigned by the Chief Executive Officer/Competent Authority.
Remuneration and other facilities	Consolidated fixed salary of Rs 0.10 lakh per month. TDS and other deductions as applicable from time to time will be applicable. The person appointed will be posted at the Centre for Agribusiness Incubation and Entrepreneurship (CAIE), Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV), Gwalior

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Application for the position of: (please tick in ☐ the box)

- ☐ Marketing Manager
☐ Assistant Manager Production
☐ Office Assistant

Space
for
photo

Please use the format given below only and provide complete data. Use additional sheets as needed and reference them suitably. All information furnished MUST be supported by relevant documents.

All pages of the application and additional sheets/annexure must be duly signed (self-certified) before submission of hardcopy by post/courier.

Please attach all copies of certificates/supporting documentation along with this application.

1. PERSONAL DETAILS

Full Name (in capital letters):

Date of Birth (dd/mm/yyyy):

Contact Address with PIN/Zip Code:

Contact Phone Number:

E-mail:

Gender:

Nationality:

Marital Status:

Category:

- ☐ SC ☐ ST ☐ OBC ☐ Differently abled Person ☐ EWS
☐ GENERAL

2. EDUCATIONAL QUALIFICATIONS (in reverse chronological order):

S. No.	Examination	Degree/ Diploma	University/ Institution	Main Subjects	Year of Passing	% of Marks or CGPA	Class / Division	Distinctions (if any)
1.	PhD:							
2.	Post-Graduation:							
3.	Professional Qualification: <i>[Other than above(2). Please specify]</i>							
4.	Graduation: (Bachelor's Degree)							
5.	Diploma							
6.	ITI							
7	Higher-Secondary / Class XII:							
8	Matriculation / Secondary School / Class X:							

Notes:

- All qualifications must be recognized in law.
- If CGPA, both acquired and max. Possible CGPA should be mentioned.

3. TECHNOLOGIES COMMERCIALISED

-
-
-

4. FULL TIME WORK EXPERIENCE (in reverse chronological order):

S. No.	Employer	Duration of Service		Designation	Key Result Areas
		From (MM/YY)	To (MM/YY)		

Notes:

- Only full-time experience should be mentioned. Experience should not overlap.
- Self-employment shall not be counted as experience.
 - Total Industry experience: _____ years; _____ months

- b) Total other experience (e.g., NGO, Start-ups) _____ years; _____ months
- c) Total work experience [(a) + (b)]: _____ years; _____ months.

5. INNOVATIONS/START-UPS PROMOTED/Marketing camps IN LAST 5 YEARS

- 1.
- 2.
- 3.

6. RESEARCH PAPERS PUBLISHED (DURING THE LAST FIVE YEARS)

S. No.	Name of Journal	ISSN No.	Title of the Paper	Whether first / sole author? (Yes/No)	No. of authors	Month & Year of Publication	Vol. No.	Issue No.

7. PAPERS PRESENTED IN CONFERENCES / SEMINARS (DURING THE LAST FIVE YEARS)

S. No.	Title of the Event	Title of the Paper	Whether first / sole author? (Yes/No)	No. of authors	Month & Year	Organizer	Place

8. RESEARCH PROJECTS/CONSULTANCIES TAKEN UP (DURING THE LAST FIVE YEARS)

S. No.	Project Title	Whether Principal Investigator / Project Leader? (Yes / No)	Sponsoring / Funding Agency & Value (in INR Million)	Client (If different from Sponsor)	Month/ Year of Award	Month / Year of Completion	Project Outcome

9. TRAINING PROGRAMS /WORKSHOPS/SEMINARS/CONFERENCES ATTENDED (DURING THE LAST FIVE YEARS)

S. No.	Type of Program	Sponsor / Client (if any)	Theme / Title	Place	From (Date)	To (Date)	Your Role

10. AWARDS/ REWARDS / RECOGNITIONS / PROFESSIONAL AFFILIATIONS			
S. No.	Appointing / Nominating / Recognizing Body	Month & Year	Brief details of Award / Reward / Recognition etc.

11. Have you faced any disciplinary/penal action by the employer? YES / NO

If the answer to any of the above is "YES", full details must be furnished.

12. References, atleast 3(from relevant field);

- 1.
- 2.
- 3.

13. Any other information you wish to highlight:

14. Declaration:

I hereby declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also fully understand that in the event of any information furnished being found false, incomplete or incorrect at any stage, my application/candidature is liable to be summarily rejected and if I am already appointed, my services are liable to be terminated from the post, without any notice and without prejudice to any other legal/penal action that the Institute may initiate, as deemed fit.

Signature of the applicant
(Name of the applicant)

Date:

Place: