



Office of the Principal
University B D T College of Engineering
(A Constituent College of VTU, Belagavi)
Davangere - 577 004.

Off: 08192-250716

Email: principalubdt@gmail.com

University BDT College of Engineering, Davangere – 577004, Karnataka
(A Constituent College of VTU, Belagavi)

Recruitment of Project Staff : Advt. No: UBDTCE/EST-2/2026/___ Date: 16-07-2026

University BDT College of Engineering, Davangere, invites online applications from the eligible Indian Nationals for the following **Project Assistant positions** under the projects **(i) NAIN 2.0, and (ii) Innovation Lab under LEAP Program**, funded by Karnataka Innovation Technology Society (KITS), Dept. of Electronics, IT, BT and S&T, Govt. of Karnataka. The selection will be purely based on the performance of the applicants in the Written Test, Assessment of Computer Proficiency and Personal Interview. Last date for applying is 27-07-2026 till 12:00AM. The candidates are informed to apply on only through online from www.ubdtce.org or <https://forms.gle/w8iL64fY2xC2mghN6>.

For any queries and difficulties Email: nain2.0@ubdtce.org.

Vacancies

Sl. No.	Name of the Project	Name of the Post	Vacancies	Honorarium / Stipend	Age Limit
1	NAIN 2.0	District Innovation Associate (DIA)	01	24,000/-	40 Years
2	NAIN 2.0	Management Information System (MIS) Executive	01	17,600/-	40 Years
3	LEAP	Project Assistant	01	24,000/-	40 Years

ESSENTIAL QUALIFICATION & EXPERIENCE

1. District Innovation Associate (DIA)

- Graduate degree in Engineering / Management or equivalent.
- Preferred:
 1. Experience in innovation ecosystems, startup mentorship, or managerial-level industry roles.
 2. Certifications: Innovation Ambassador (IA) training or similar programs (MoE/AICTE/DTE/Equivalent).
 3. Skills: Strong understanding of startup policy, entrepreneurial ecosystem, project monitoring, incubation, mentoring and computerized documentation.
 4. Strong analytical, reporting, and communication skills.
 5. Good Communication skills both verbal and written.

2. Management Information System (MIS) Executive

- Bachelor's degree in Engineering / IT / Statistics / BBA / B.Com. or Equivalent.
- Technical Skills: Tally, Advanced MS Excel (VLOOKUP, Pivot Tables, dashboards), ERP familiarity, database management and computerized documentation
- Preferred: Experience of 1 year in MIS/data analysis roles.
- Strong analytical, reporting, and communication skills both verbal and written.

3. Project Assistant

- Graduate degree in Engineering / Management or equivalent.
- Preferred:
 1. Experience in innovation ecosystems, startup mentorship, or managerial-level industry roles.
 2. Certifications: Innovation Ambassador (IA) training or similar programs (MoE/AICTE/DTE/ Equivalent).
 3. Skills: Strong understanding of startup policy, entrepreneurial ecosystem, project monitoring, incubation, mentoring and computerized documentation.
 4. Strong analytical, reporting, and communication skills.
 5. Good Communication skills both verbal and written.

SCHEME OF EXAMINATION

Post: District Innovation Associate (DIA) / Project Assistant

- Written Test (MCQ)
 - **Part A:** General Awareness, English, Aptitude, Computer Awareness Fundamentals of Finance and Procurement GeM and KPTT Act (40 marks, 40 mins)
 - **Part B:** Innovation Ecosystem, Startup, IPR etc, & Public Policy (20 marks, 20 mins)
- Computer Proficiency Test (Practical)
 - **Part C:** Statistical Analysis using MS-Excel, PPT creation, Essay/Letter/ Document preparation using MS Word (30 marks, 90 mins)
- Interview (10 marks)
- Negative Marking: 0.25 per wrong answer

Broad Syllabus (Indicative):

- **General Awareness:** Everyday science, international organizations, economics, current affairs, Karnataka-specific knowledge, GeM, Procurement, Taxation, Fundamentals of Finance.
- **English:** Synonyms, grammar, sentence correction/completion, vocabulary.
- **Aptitude Test:** Reasoning, Quantitative Aptitude, Data Interpretation.
- **Innovation Ecosystem & Public Policy:** : Startup India, Karnataka Startup Policy, NAIN 2.0, LEAP projects, incubation & mentoring, project evaluation, Government schemes, CSR & industry linkages, entrepreneurship development, Agritech etc.
- **Computer Awareness:** Fundamentals of Computer, Databases, MS Office, GeM, project monitoring tools, safety & security of systems, email & internet usage, AI tools for administration.

Post: Management Information System (MIS) Executive

- Written Test (MCQ)
 - **Part A:** General Awareness, English, Aptitude, Computer Awareness (40 marks, 40 mins)
 - **Part B:** Innovation Ecosystem & MIS, Fundamentals of Finance and Procurement (20 marks, 20 mins)
- Computer Proficiency Test (Practical)
 - **Part C:** Statistical Analysis using MS-Excel, PPT creation, Essay/Letter/ Document preparation using MS Word (30 marks, 90 mins)

- Interview (10 marks)
- Negative Marking: 0.25 per wrong answer

Broad Syllabus (Indicative):

- **General Awareness:** Everyday science, international organizations, geography, history, economics, current affairs, Karnataka-specific knowledge.
- **English:** Synonyms, grammar, sentence correction/completion, vocabulary.
- **Aptitude Test:** Reasoning, Quantitative Aptitude, Data Interpretation.
- **Computer Awareness:** MIS concepts, databases, MS Office, Gem, project monitoring tools, safety & security of systems, email & internet usage, AI tools for administration.
- **Innovation Ecosystem & MIS:** NAIN 2.0 guidelines, LEAP project framework, incubation processes, project monitoring, reporting formats, startup policy, government schemes for innovation, data management & compliance. Fundamentals of Finance and Procurement (Gem & KPTT Act).

ROLES & RESPONSIBILITIES

District Innovation Associate (DIA) / Project Assistant

- Coordinating workshops / events with PMU & NHI.
- Scheduling Monitoring Committee meetings with KITS.
- Coordinating student project progress reports.
- Organizing Institution Innovation Council (IIC) meetings.
- Ensuring timely submission of documents to KITS/PMU.
- Ensuring project completion within 6 months per batch.
- Marketing NAIN program (social media, events, collaborations).
- Ensuring compliance and reporting to KITS/Host Institution and any other work assigned by head of the authorities.
- Tender related activities

Management Information System (MIS) Executive

- Submission of utilization certificates, audited expenditure statements, deviation justifications, approvals, milestone completion declarations, supporting documents etc.
- Preparation of event reports and project progress reports (yearly/half-yearly).
- Documentation of recognition, awards, patents, sponsorships, etc.
- Ensuring compliance and reporting to KITS/Host Institution and any other work assigned by head of the authorities.
- Tender related activities

GENERAL INSTRUCTIONS TO APPLICANTS

- *Applications must be submitted online only via www.ubdtce.org. or <https://forms.gle/w8iL64fY2xC2mghN6>*
- *Applicants must upload self-attested copies of certificates/documents (qualification, experience, caste, age proof).*
- *The persons applying for more than one post must use separate Application Form for each post.*
- Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/Institute. Eligibility in terms of age, qualification and experience of a candidate for the post applied shall be considered as on the last date of closing online application.

- The interview will be conducted only for shortlisted candidates in the written test.
- Incomplete application form, without the self-attested copies of all relevant certificate(s)/document(s) are liable to be summarily rejected. All the details furnished in the online application form and no changes shall be entertained. The responsibility of entries in the application lies with the Applicant.
- Applicants are advised to mention their correct and active email ID in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
- In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute's Website only. Accordingly, all applicants in their own interest are advised to keep track of Institute Website.
- In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the Applicants.
- No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of test(s) and reasons for not being called for test(s).
- Canvassing in any form or bringing in any influence, political or otherwise, will be a disqualification for the post.
- Reservation applicable as per Government of India norms
- Selection will be based on Written Test, Assessment of Computer Proficiency and Personal Interview.
- No TA/DA shall be paid to the candidates for attending the written test and interview.
- The Institute reserves the right to:
 - (a) Relax age, qualifications and/or experience in exceptional cases, or in case of persons already holding analogous positions in a university, research institute, industry, etc.
 - (b) Increase/decrease vacancies or not fill any advertised post.
 - (c) Hold Written Test and/or Skill Test and/or Personal Interview and/or any other form of test for selection, wherever circumstances so warrant.
 - (d) Withdraw any advertised post(s) at any time without giving any reason. Also, any consequential vacancy arising at the time of selection process may be filled up from the available candidates. Thus, the number of positions may change.
 - (e) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate; and
 - (f) Draw a reserve panel against the possible vacancies in future.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute/University shall be final.
- Any legal proceeding shall be in the Jurisdiction of Davangere.

TERMS AND CONDITIONS (if Selected):

- His/Her service is purely on temporary and contractual basis only for the project selected, and this engagement will be co-terminus with KITS NAIN 2.0 / LEAP project duration or funding support or the decision of the competent authority, whichever falls earlier.
- His/Her initial appointment shall be for one year, extendable based on
 - (i) performance review,
 - (ii) continuation of funding under KITS NAIN 2.0 / LEAP
 - (iii) institutional requirements.
- Fixed pay of (i) Rs. 24,000/- for DIA, (ii) Rs.17,600/- for MIS, and (iii) Rs. 24,000/- for Project Assistant, per month only for the above period with statutory deductions (if any) as per Government norms.
- He/She has to work as per the College/Department timings.

- He/She should take up assignments assigned by the authorities and any other work assigned by the Chairperson/Program Coordinator of the concerned department and be ready to work round the clock.
- He/She is not eligible for any leave benefits except General Holidays, 10 Casual Leaves, and 2 Restricted Holidays for the above-mentioned period.
- If he/she applies for any kind of leave including maternity or paternity leave, it will be treated as Leave Without Pay in the interest of administration and students. No communication in this regard will be entertained.
- He/She will not claim any position or posts sanctioned at VTU or its Constituent Colleges.
- He/She shall give in writing one month advance intimation if wishes to leave the position or pay one month salary.
- He/She shall communicate only through proper channel (through Chairperson/ HoD/ Coordinator/Principal).
- He/She cannot take any legal proceedings against VTU/College/Projects.
- He/She shall not involve himself/herself directly or indirectly with any kind of association or groupism.

Sd/-
PRINCIPAL