Advertisement for recruitment of CEO position in Atal Incubation Centre–Jawaharlal Nehru University Foundation for Innovation (AIC-JNUFI)

Advertisement No.–JNU/AIC-JNUFI/Recruitment/2024/001

Atal Incubation Centre-Jawaharlal Nehru University Foundation for Innovation AIC-JNUFI a ' *not for profit' Company* of Jawaharlal Nehru University (JNU), invites applications for AIC- JNUFI established at JNU, New Delhi.

   1. **Chief Executive Officer (CEO) - 01 Position**
   2. **Manager   - 02 Positions**

AIC-JNUFI supported by Atal Innovation Mission, NITI Aayog aims to support and encourage innovative technology-based start-ups offering technology support and guidance through its academic mentors and experts, state of the art infrastructure a networking through JNU and its alumni.

Applications are invited for the 01position of Chief Executive Officer (CEO) and 02 Positions of Managers for AIC-JNUFI and details is given below:

Sr. No.	Position	Qualification/Experience	Age	Remunerations
1	**CEO** **(1 Post)**	**Essential:** PhD in Science/ Technology OR Masters in management / Engineering with 5 years of experience in Administration of incubation or Innovation/ Startup /Technology deployment in related institution. **Desirable:** At least 2 years' experience in Incubator Setup or Start-upexperienceintechnology domain. Preference would be given to those who have worked for Science and Technology driven start up incubation centers in senior management position.	Not more than 60 years as on the last date of submission of online application.	The remuneration is negotiable and would be commensurate with the qualifications and experience for the right candidate subject to a maximum consolidated amount of Rs.1,35,000/- per month. (all inclusive)

Sr. No.	Position	Qualification/Experience	Age	Remunerations

2 (a)	Manager (Administration and Finance)	Eligibility: Master's in Management, Finance, Venture Capital with 2 years of experience in Administration and/or managing Financial activities of VC Funds / Investment in Technology or Innovation / Incubation / Startup / Entrepreneurship / Government programs.	Not more than 35 years	Rs. 67,500/- per month (consolidated)
2 (b)	Manager (Marketing and Business Development)	Eligibility: Master's in Science and Technology, Management, Pharmaceuticals, Healthcare, Engineering, Agriculture with 2 years of experience in Marketing / Business Development in Innovation / Incubation / worked in Government Programs related to Innovation, Incubation, Startup, Entrepreneurship, Skill.	Not more than 35 years	Rs. 67,500/- per month (consolidated)

SCOPE OF WORK

1. 1. **CHIEF EXECUTIVE OFFICER (CEO)**

1. 1. 1. The CEO shall be appointed under the Atal Incubation Centre-Jawaharlal Nehru University Foundation for Innovation, AIC-JNUFI a '*not for profit'* Company, incorporated specifically for establishing Atal Incubation Centre. The CEO shall work with and report to the Board of Directors AIC-JNUFI. The AIC-JNUFI is formed to promote and support start-ups in various sectors like health, IT, energy/environment, food/ agriculture, rural technologies, and other areas.

1. 1. 2. The CEO will be responsible for the operation soft he incubator, that is, planning its strategic growth through various programs, creating progress andimpact matrix and plan for strategic collaborations with other eco systems. Create plan to make AIC-JNUFI a self-sustainable incubator.

1. 1. 3. 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.

1. 1. 4. 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.

1. 1. 5. The CEO will be responsible for developing assisting platforms within the incubator like legal, patent, financial service etc. for helping the incubates/start-ups.

1. 1. 6. TheCEOwillberesponsibleforcreatingvaluationmatrixofthealltheincubates/start-ups

1. 1. 7. The CEO will be responsible to create plans with Coordinator, Innovation and Incubation, JNU for creating outreach programs to involve JNU faculty/Students in various programs of

AIC-JNUFI.

1. 1. 8. The CEO along with Coordinator, Innovation and Incubation, will spear head the strategical alliances with various stakeholders (industry or government institutions) for raising funds for AIC-JNUFI.

1. 1. 9. The CEO will comply with any job assigned by the Board of Directors, AIC-JNUFI

1. 1. 10. The CEO will work with Coordinator, AIC-JNUFI (Innovation and Incubation) and the Board of Directors on setting up the seed funding for the start-ups

1. 1. 11. The CEO should be willing to travel, if needed.

2. (a) MANAGER (Administration and Finance)
   1. The manager will be responsible for creating financial compliance/service reports for smooth functioning of AIC-JNUFI.
   2. The manager will be responsible for creating legal assistance/patent services for start-ups.
   3. The manager will be responsible for providing assistance in drafting various legal agreements for start-ups (between mentors/VC/service providers/seed funders or any other institution and start-ups)
   4. The manager will independently or under supervision, various activities of installation, operations, upkeep and maintenance of AIC-JNUFI facilities.
   5. The manager will be responsible for keeping records of maintenance, assets and stocks.
   6. The manager will be responsible to supervise contracted services, collect feedback, track performance and ensure service quality and maintain inventories of supplies and assets.
   7. The manager will be responsible for administrative, operative functions and coordinate the implementation of projects and activities of AIC-JNUFI.
   8. The manager will be involved in administrative and other activities which require additional involvement
   9. The manager should be willing to travel, if required.
   10. The manager will assist the CEO in preparing various reports, as and when required.
   11. The manager will comply with any work assigned by the Board of Directors, AIC-JNUFI

2. (b) MANAGER (Marketing and Business Development)
   1. The manager will assist start-ups in the areas of strategy, business plan development, market analysis, company registrations & define deliverables, their timelines and monitor progress of start-ups.
   2. The manager will create plans to promote AIC-JNUFI to attract the best start- ups and design, execute, support & implement outreach programs, events & training activities.
   3. The manager will be responsible for the managing the outreach communications such as website, portal, newsletter, social media and digital marketing etc.
   4. The manager will assist start-ups in the areas of strategy, business plan development, market analysis, company registrations & define deliverables, their timelines and monitor progress of start-ups.

1. 5. The manager will prepare all required reports and maintain a comprehensive set of records on all incubates/start-ups, their activities, and staff (day-to-day services) involvement for the facility.
   6. The manager should be willing to travel, if required.
   7. The manager will assist the CEO in preparing reports, as and when required.
   8. The manager will be responsible for planning events/conferences/meetings designed to supports incubates/start-ups.
   9. The manager will comply with any work assigned by the Board of Directors, AIC-JNUFI

GENERAL INFORMATION AND INSTRUCTIONS

1. The above-mentioned positions will be purely on contractual basis for 12 months initially and may be renewed further subject to satisfactory performance every year up to maximum 2 years.

2. The engagement will be terminable from either side, with 15 days notice or salary in lieu thereof.

3. The Interested candidates may submit their candidature in the prescribed application form along with detailed bio-data and self attested photo copies of educational qualification and experience.

4. Hard copy of application form in the prescribed proforma along with detailed bio-data and self-attested copies of educational qualifications and experience should reach **"The Registrar, Room No 210, AIC-JNUFI, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067 through registered/speed post on or before 5:30 PM, 17 March 2024**

5. Applications received after the last date due to postal delay or any other reasons will not be considered.

6. Candidates are also required to make a single pdf file of the submitted application form along with detailed bio-data and self attested copies of educational qualifications and experience and send the same by email to the Coordinator, AIC- JNUFI at email id coordinator-iai@jnu.ac.in **on or before 5:30 PM, 17 March 2024**

7. Candidates employed in Govt./Autonomous Bodies/PSUs service should send their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the

application should be sent in advance so as to reach above mentioned addressee **on or before 5:30 PM, 17 March 2024.** All such candidates are required to produce 'No Objection Certificate' at the time of interview.

8. All the original documents in support of the eligibility will have to be produced at the time of interview for verification

9. No TA/DA will be provided, and the candidate has to bear all the expenses for attending the interviews.

SELECTION PROCESS AND TERMS

1. Applicantswillbeshortlistedbyanexpertcommitteefromalltheapplicationreceived.The screening of the application will be performed on the basis of eligibility criteriaand work experience as mentioned in the advertisement. Shortlisted candidates will be invited for a personal interview by a duly constituted selection committee. A merit list of candidates shall be prepared based solely on performance in the personal interview
2. The selected candidate will be informed separately. A formal offer letter will be offered to the selected candidates. The selected candidate will be required to join within 30 days of date of the offer by AIC-JNUFI.

For any queries, please write to coordinator-iai@jnu.ac.in.

Dr. Saurabh Kumar Sharma

Coordinator, AIC-JNUFI

Contact No. +91-9810448297

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AIC-JNUFI_Application Form CEO & Manager.pdf