


**Advertisement No. 2/2024/ICUIC Dated 29.04.2024**

D.No. 676

Dated: April 29, 2024

In view of the guidelines of the funding agency, Department of Science and Technology, Government of India, the following amendments/ corrections are hereby notified for information to all concerned:

Sr. No. of Advt.	Name of Post/ Qualification	Details
Sr. 1	Chief Executive Officer (CEO)	<p><b>(A). Educational Qualification &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• First Class B Tech./ B E. degree in any branch of Engineering/ Technology from a recognized University/ MBA degree Preferably with B.Tech./ BE with MBA degree.</li> <li>• The minimum 10 years of work experience in relevant field preferably in Start-up Incubation Ecosystem, or administration in the technical educational institution having incubator with experience in general management, regulatory matters, Finance etc.</li> </ul> <p><b>(B). Desirable Skills</b></p> <ul style="list-style-type: none"> <li>• Capable of motivating and guiding incubates regarding different aspects of entrepreneurship including innovation, prototyping, finance, marketing and business planning.</li> <li>• Networking with industries, financial institutions and government bodies.</li> <li>• Resource generation for long term sustainability of incubator.</li> <li>• Communication skills, written/Verbal</li> <li>• Soft skills like Word processor, Spreadsheet, PPT Presentation, Internet browsing, Video conferencing etc.</li> </ul> <p><b>NUMBERS OF POST: 01</b></p> <p><b>ROLES &amp; RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• To oversee all incubator operations and provide strategic planning &amp; direction, build, and grow programs for outreach and incubation with impact measurement, and cooperation.</li> <li>• Create partnerships with businesses, incubators that already exist, and academic institutions.</li> <li>• Network with funding organisations for start-ups at National and International level.</li> </ul> <p><b>MODE OF SELECTION: DIRECT</b></p> <p><b>AGE LIMIT:</b> Below 65 Years as on date of advertisement.</p> <p><b>SALARY:</b> Rs.80,000/- per month with 10% annual increment subjected to performance review.</p>



Sr. 2	Incubation Manager	<p><b>(A). Educational Qualification &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• First Class degree in Master of Business Administration (M.B.A)/ Master of Finance and Control (M.F.C)/ Certified Company Secretary (C.S.)/ Certified Charter Accounted (C.A.) from a recognized University.</li> <li>• The minimum 2 years of work experience in relevant field preferably in Start-up Incubation Ecosystem, or administration in the technical educational institution having incubator with experience in general management, regulatory matters, Finance etc.</li> </ul> <p><b>(B). Desirable Skills</b></p> <ul style="list-style-type: none"> <li>• Capable of motivating and guiding incubates regarding different aspects of entrepreneurship including innovation, prototyping, finance, marketing and business planning.</li> <li>• Networking with industries, financial institutions and government bodies.</li> <li>• Resource generation for long term sustainability of incubator.</li> <li>• Communication skills, written/Verbal.</li> <li>• Soft skills like Word processor, Spreadsheet, PPT Presentation, Internet browsing, Video conferencing etc.</li> </ul> <p><b>NUMBERS OF POST: 01</b></p> <p><b>ROLES &amp; RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• To oversee and manage all incubator operations, build, and grow programs for outreach and incubation with impact measurement, and cooperation.</li> <li>• Create partnerships with businesses, incubators that already exist, and academic institutions.</li> <li>• Network with funding organisations for start-ups at National and International level.</li> </ul> <p><b>MODE OF SELECTION: DIRECT</b></p> <p><b>AGE LIMIT:</b> Below 60 Years as on date of advertisement.</p> <p><b>SALARY:</b> Rs.50,000/- per month with 10% annual increment subjected to performance review</p>
Sr. No. 3	Associate (Administration)	<p><b>(A) Educational Qualification And Experience:</b>            First Class BACHELORS DEGREE from a recognized University in Administration/Management/Economics/English</p> <p><b>(B) Desired Skills</b></p> <ul style="list-style-type: none"> <li>• Networking with industries, financial institutions and government bodies.</li> <li>• Communication skills, written/Verbal</li> </ul>

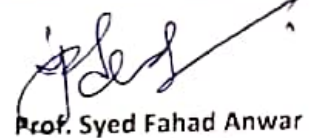


		<ul style="list-style-type: none"> <li>Soft skills like Word processor, Spreadsheet, PPT Presentation, Internet browsing, Video conferencing etc.</li> </ul>
Sr. No. 4	Associate (Finance)	<p><b>(A) Educational Qualification And Experience</b></p> <ul style="list-style-type: none"> <li>First Class BACHELORS DEGREE from a recognized University IN COMMERCE</li> </ul> <p><b>(B) Desired Skills</b></p> <ul style="list-style-type: none"> <li>Networking with industries, financial institutions and government bodies.</li> <li>Communication skills, written/Verbal</li> <li>Soft skills like Tally, Word processor, Spreadsheet, PPT Presentation, Internet browsing, Video conferencing etc.</li> </ul> <p><b>NUMBERS OF POST: 01</b></p> <p><b>ROLES &amp; RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>To oversee and manage all incubator operations, build, and grow programs for outreach and incubation with impact measurement, and cooperation.</li> </ul> <p><b>MODE OF SELECTION: DIRECT</b></p> <p><b>AGE LIMIT:</b> Below 60 Years as on date of advertisement.</p> <p><b>SALARY:</b> Rs.25,000/- per month with 10% annual increment subjected to performance review</p>
Sr. No.5	Technical Associate	<p><b>Educational Qualification And Experience:</b></p> <ul style="list-style-type: none"> <li>First Class Diploma with three years of experience from a recognized University in the field of Mechanical/ Electrical/Electronic Engineering or First Class Batchelors in Engineering in the field of Mechanical/ Electrical/Electronic Engineering or First Class Batchelors in Science from a recognized University.</li> </ul> <p><b>Desired Skills:</b></p> <ul style="list-style-type: none"> <li>Operations of Lathe Machine, CNC operation, Milling, PCB operations, 3D printing.</li> <li>Certified course in CAD/CAM with hands on experience in 3D modelling and generated code for CNC machines like milling, lathe, surface grinder, etc.</li> <li>Capable of handling workshop and design lab operations including 3D printing, PCB manufacturing.</li> <li>Well versed with the engineering drawing including assembly and production drawing.</li> <li>Communication skills, written/Verbal</li> </ul>

		<p><b>ROLES &amp; RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>Their role would be to maintain and operate the different equipment bought under this scheme and help incubate in developing the prototype. They would also be required to work as a Multitask force.</li> </ul> <p><b>MODE OF SELECTION: DIRECT</b>  <b>AGE LIMIT:</b> Below 60 Years as on date of advertisement.  <b>SALARY:</b> Rs.22,000/- per month with 10% annual increment subjected to performance review.</p>
	<b>Terms And Conditions</b>	<ul style="list-style-type: none"> <li>All the above posts are contractual assignment.</li> <li>The contract can be terminated at one month notice from each party.</li> <li>The vacancy are to be filled up purely on fixed term basis initially for one year, however, it is extendable further subject to satisfactory performance and requirement at the Incubation Centre, for 3 (three) years or the date of completion of DST – Nidhi ITBI project on whichever is the earliest.</li> </ul>
	<b>INSTRUCTIONS FOR APPLICANT</b>	<ul style="list-style-type: none"> <li>Incomplete Application Forms or applications on plain paper will not be entertained and shall be summarily rejected.</li> <li>Qualifications, experience, other eligibility conditions, etc. will be reckoned as on the last date of submission of Application Form.</li> <li>Applications received late or without necessary supporting documents viz. Degrees/Mark-sheet/Experience Certificate shall be summarily rejected. The self-attested copies of the following document is mandatory for submission             <ol style="list-style-type: none"> <li>Mark-sheet and Degree of Post-Graduation, Graduation, Diploma whatever applicable.</li> <li>Experience Certificates wherever applicable</li> <li>Detailed signed Curriculum Vitae</li> </ol> </li> </ul>
	<b>Last Date</b>	Last date has been extended for all posts in this advertisement (Advertisement No. 2/2024/ICUIC/dated: 29/04/2024) to <b>27.05.2024</b>
	<b>Mode of Submission</b>	<ul style="list-style-type: none"> <li>Application may be submitted online through the website of AMU Innovation Foundation.  <a href="https://amuif.co.in/career-AMU-IIF.html">https://amuif.co.in/career-AMU-IIF.html</a></li> <li>Hard Copy by post should be submitted to</li> </ul>



	Mode of Submission	<ul style="list-style-type: none"><li>• Application may be submitted online through the website of AMU Innovation Foundation. <a href="https://amuif.co.in/career-AMU-IF.html">https://amuif.co.in/career-AMU-IF.html</a></li><li>• Hard Copy by post should be submitted to Director, AMU Innovation Foundation, CARET Building, AMU Aligarh 202002</li></ul>
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**Prof. Syed Fahad Anwar**

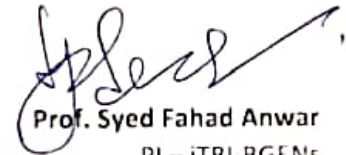
PI – iTBI-BGENs

Director, AMU Innovation Foundation

D.No. 676Dated: 29.4.24

Copy to the following for information and necessary action

1. Secretariat Nidhi-DST (through mail)
2. The Coordinator, ICUIC, AMU Aligarh
3. Assistant Registrar to VC's Secretariate for information
4. University Website
5. Dealing Assistant, ICUIC.

**Prof. Syed Fahad Anwar**

PI – iTBI-BGENs

Director, AMU Innovation Foundation

Director  
AMU Innovation Foundation  
A.M.U., Aligarh