

ATAL INCUBATION CENTRE-JAWAHARLALNEHRU UNIVERSITY FOUNDATION FOR INNOVATION

Registered Office: Registrar JNU New Mehrauli Rd, JNU Campus Near Munirka, South West Delhi 110067

CIN: U80904DL2019NPL350050 | Email Id: registrar@mail.jnu.ac.in

Draft Advertisement for recruitment of various positions in Atal Incubation Centre – Jawaharlal Nehru University Foundation for Innovation (AIC-JNUFI)

Advertisement No. – JNU/AIC-JNUFI/Recruitment/2020/002

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. Manager - 2 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 and networking through JNU and its alumni.

Applications are invited for the 02 positions of Managers for AIC-JNUFI and details are given below:

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 30 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	Not more than 30 years	Rs. 67,500/- per month (consolidated)

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		Innovation / Incubation / worked in Government Programs related to Innovation, Incubation, Startup, Entrepreneurship, Skill.		
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1. (a) MANAGER (Administration and Finance)

- i. The manager will be responsible for creating financial compliance/service reports for smooth functioning of AIC-JNUFI.
- ii. The manager will be responsible for creating legal assistance/patent services for start-ups.
- iii. 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)
- iv. The manager will independently or under supervision, various activities of installation, operations, upkeep and maintenance of AIC-JNUFI facilities.
- v. The manager will be responsible for keeping records of maintenance, assets and stocks.
- vi. The manager will be responsible to supervise contracted services, collect feedback, track performance and ensure service quality and maintain inventories of supplies and assets.
- vii. The manager will be responsible for administrative, operative functions and coordinate the implementation of projects and activities of AIC-JNUFI.
- viii. The manager will be involved in administrative and other activities which require additional involvement
- ix. The manager should be willing to travel, if required.
- x. The manager will assist the CEO in preparing various reports, as and when required.
- xi. The manager will comply with any work assigned by the Board of Directors, AIC-JNUFI

(b) MANAGER (Marketing and Business Development)

- i. 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.
- ii. 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.
- iii. The manager will be responsible for the managing the outreach communications such as website, portal, newsletter, social media and digital marketing etc.
- iv. 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.

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- v. 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.
- vi. The manager should be willing to travel, if required.
- vii. The manager will assist the CEO in preparing reports, as and when required.
- viii. The manager will be responsible for planning events/conferences/meetings designed to support incubates/start-ups.
- ix. 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 and renewal up to maximum 5 years.
2. The candidates are advised to provide specific, relevant, correct and full information to support their candidature. The completed form along with the cover-letter should be submitted along with the self-attested copies of necessary testimonials in support of the evidence of educational qualifications, caste, and experience in one pdf file only through e-mail to ceo@aicjnufi.com, or by mail to Coordinator, Innovation and Incubation, Office of Director (R&D), Jawaharlal Nehru University, New Delhi – 110067. The application form along with the cover-letter should reach on or before 25 days from the date of the advertisement in prescribed format. Application received after the last date will stand rejected automatically.
3. Separate application for each position, as per prescribed format of the application and details of eligibility, age, qualifications, experience etc. as per the advertisement.
4. All original certificate/document in support of information furnished in the form must be produced at the time of interview.
5. No TA/DA will be provided, and the candidate has to bear all the expenses for attending the interviews.

SELECTION PROCESS AND TERMS

1. Applicants will be shortlisted by an expert committee from all the application received. The screening of the application will be performed on the basis of eligibility criteria and work experience as mentioned in the advertisement. Shortlisted candidates will be invited for a personal interview by a high-powered selection committee.
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 45 days of date of the offer by AIC-JNUFI.