



GUJARAT TECHNOLOGICAL UNIVERSITY
INNOVATION & STARTUP CENTRE
A SEC 8 & NOT FOR PROFIT COMPANY
Visat three roads, Chandkheda, Ahmedabad
Website: www.gtuinnovationcouncil.in



Annexure-1

GISC Section-8 & not for profit company of Gujarat Technological University Innovation & Startup Centre (GISC), is inviting applications for GTU Innovation & Startup Centre established at Gujarat Technological University, Chandkheda, Ahmedabad, for the following posts.

1. Chief Executive Officer (CEO) – 1 Post

Gujarat Innovation and Startup Center (GISC) promoted by Gujarat Technological University supported by GISC-TBI aims to foster the culture of Innovation and entrepreneurship by supporting technology-based start-ups; developing an ecosystem which is conducive for innovation, where start-ups and new ventures thrive.

Job Title	Chief Executive Officer (CEO)
Location of posting	GTU Innovation & startup center , Chandkheda , Ahmedabad , Gujarat
Number of posts	1 (One)
Nature of post	The vacancy is 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 2 (two) years at a time or till TBI exists.
Age limit	Not more than 45 years as on the last date of submission of application
Remuneration	Salary will be as per experience and performance. Salary will not be a constraint for right candidate.

Qualification, Experience & Eligibility Criteria:

❖ Educational Qualification:

Masters in Engineering/ Technology and/or MBA & relevant with minimum 60% aggregate marks or equivalent CGPA (as per the regulations of the university/ institute) Candidate having incubation related training or other events will give preference.

Experience:

1. Minimum 8 years' full time experience in a senior position in Administration/ Management of a reputed enterprise engaged in technology/ research management, product management, managing investments related to start-ups out of which at least 4 years' experience in the start-up/ innovation/ entrepreneurship domain, either as a start-up founder/ co-founder/ core team member/ key employee of a start-up and Innovation ecosystem or in a lead position in a reputed Innovation & Start-up promoting organization.
2. Should have a strong understanding of startup companies, technology and incubation, early-stage investments, raising funds
3. Must be a visionary with in-depth knowledge of present Indian and global start-up ecosystems, and should strive towards making the GTU-GISC-sustainable.
4. Should be well versed with Social Media marketing tools and techniques.
5. Good updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc. and OS like Windows/ Linux) and other additional required software skills used in office.
6. A strong command over English language along with proficiency in Hindi. Applicants are expected to be well versed in conceptualizing, compiling, and putting together papers, presentations, techno-legal/ commercial documents, proposals, etc.

❖ **Job Descriptions and Responsibilities of Chief Executive Officer:**

CEO is the administrative head of staff of Incubation Centre. CEO along with the team works under the guidance of Governing Board of the Incubation Centre to execute the vision and goals of operating a world-class incubator. His / her responsibilities are as follows:

1. The Head shall be appointed under the aegis of GISC a not-for-profit, incorporated specifically for the TBI. The Head shall collaborate with and report to the Board of Directors GISC.
2. Shall report to the Convener, Task Force of Incubation Centre and collaborate with Task Force for seamless implementation of incubation related decisions and strategies.
3. To lead all operations of the incubator, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices.
4. Should be able to steer the early stage start-ups to growth stage enterprises in due course of time and make the incubator sustainable in a period of 5 years.
5. Forge partnership with academia, industry, other existing incubators, and angel/seed funding institutions in India and abroad for the start-ups to leverage.
6. Conduct events and inspirational programs to attract prospective incubatee and general public.
7. Provide necessary support, encouragement and guidance to prospective eligible. Applicants to apply for incubation with business proposals and arrange screening of the applicants.
8. Assist the incubatee in creating a sustainable, scalable, and profitable business model by imparting training and mentorship.
9. Maintain the repository of technologies, laboratory/ workshop access and contact details of technology developers / mentors.
10. Manage the TBI with stringent financial practices as per the policies and guidelines of DST.
11. Create website and portal, expand and maintain physical infrastructure and arrange value added support services such as conducting market survey, preparation of Bankable project report etc.
12. Enable access to prototyping facilities, test beds, markets, and pilot implementation for the product/services.
13. Build a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.

2. Incubation Manager

Sr.#	Particular	Proposed Norms
1	Name of the Post	Incubation Manager
2	Remuneration	Rs. 55,000/- to 70,000/- Per Month fixed
3	Age Limit	Not more than 45 years
4	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"> - Candidate should have professional degrees like BE/ MBA/ ME/ MS/ PGDBM (AIU Equivalent) / M Pharm. / CA or other master's degree. - Good updated knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) and other additional required software skills used in office. - Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p>Experience:</p> <ul style="list-style-type: none"> - candidate should have Minimum 2 years of relevant experience like self-started/ founded- co-founded a start-up or worked in a start-up/ enterprise at any lead position or having worked with any reputed Innovation/ Incubation centre/ Entrepreneurship organization fulltime in incubation, innovation promotion and allied activities. - Candidate should have entrepreneurial capabilities and having idea about present Indian and global start-up ecosystems.
5	Job Profile	<ul style="list-style-type: none"> - Candidates must have strong inclination towards student start-up initiatives and building start-up ecosystem involving university students, incubators and other actors. - Candidate must have ability to work with multiple stakeholders in the field of Innovation and Entrepreneurship and lead some of the self-conceived initiatives at GTU. - Candidate must have experience and exposure to various kind of student start-up initiatives, activities, policy interventions. - Candidate should have passion and skill to implement GTU's student start-up policy and related initiatives. - Candidate should have basic idea about innovation and start-up value chain and idea about activities and processes required for a co-working space and incubator. - Candidate should have clear idea about how he/she can build a student start-up network, ecosystem, incentives involving all GTU colleges.

For GISC

3. IT Executive

Sr.#	Particular	Proposed Norms
1	Name of the Post	IT Executive
2	Remuneration	Rs.20,000/- Per Month fixed
3	Age Limit	Preferably below 30 years
4	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> 1. First Class in B.E / B.Tech / BCA and/or MCA (AIU Equivalency) in relevant subject from a recognized University/Institute <p>OR</p> <p>50% of the marks or its equivalent grade in ME/ M.Tech. in relevant subject of IT from a recognized University / Institute</p> <ol style="list-style-type: none"> 2. Computer proficiency and communication (written / oral) proficiency. 3. Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi. 4. Candidate having good soft skills, leadership, project management & administrative abilities. Candidate should have basic exposure towards research, innovation & entrepreneurial activities related with academia or any other ecosystem. 5. Candidate with prior experience in field of project management, Innovation, IPR, Product design & working with start-up ecosystem will be given preference. Additional certifications in any of the above domain will be given weightage. 6. Candidate should be passionate to work around key goals of GTU Innovation Council.
5	Job Profile/Role Description	<ul style="list-style-type: none"> ● The selected candidate will have to manage the websites and IT related work ● Coordinate with diverse range of stakeholders in the region while planning & executing tasks through website

For GISC

4. Incubation Assistant

Sr.	Particular	Proposed Norms
1	Name of the Post	Incubation Assistant

2	Remuneration	Rs.20,000/- Per Month fixed
3	Age Limit	Preferably below 30 years
4	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> 1. First Class in B.E / B.Tech. / B.Pharm / MBA / MCA / PGDM (AIU Equivalency) in relevant subject from a recognized University/Institute OR 50% of the marks or its equivalent grade in ME / M.Tech. / M.Pharm in relevant subject from a recognized University / Institute 2. Computer proficiency and communication (written / oral) proficiency. 3. Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi. 4. Candidate having good soft skills, leadership, project management & administrative abilities. Candidate should have basic exposure towards research, innovation & entrepreneurial activities related with academia or any other ecosystem. 5. Candidate with prior experience in field of project management, Innovation, IPR, Product design & working with start-up ecosystem will be given preference. Additional certifications in any of the above domain will be given weightage. 6. Candidate should be passionate to work around key goals of GTU Innovation Council.
5	Job Profile/Role Description	<ul style="list-style-type: none"> ● The selected candidate will coordinate the broad efforts of GTU Innovation Council in that region ● Execute flagship programs of GTU related to Innovation, Ecosystem building, PR, SSIP etc. in particular region. ● Candidate will be responsible to deliver time bound goals as mandated from GTU. ● Coordinate with diverse range of stakeholders in the region while planning & executing tasks ● Any regional center such as Rajkot, Surat, Ahmedabad, or Vadodara, can be appointed.

For GISCS

5. IPR-Associate

Sr.#	Particular	Proposed Norms
1	Name of the Post	IPR-Associate

2	Remuneration	Rs. 25,000/- Per Month fixed
3	Age Limit	Preferably below 35 years
4	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> 1. First Class in B.E / B.Tech. / B.Pharm / PGDIPR (AIU Equivalency) in relevant subject from a recognized University/Institute OR 50% of the marks or its equivalent grade in ME / M.Tech. / M.Pharm in relevant subject from a recognized University / Institute 2. Computer proficiency and communication (written / oral) proficiency. 3. Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi. 4. Candidate having good soft skills, leadership, project management & administrative abilities. Candidate should have basic exposure towards research, innovation & entrepreneurial activities related with academia or any other ecosystem. 5. Candidate with prior experience in field of project management, Innovation, IPR, Product design & working with start-up ecosystem will be given preference. Additional certifications in any of the above domain will be given weightage. 6. Candidate should have basic knowledge of IPR Domain be passionate to work around key goals of GTU Innovation Council.
5	Job Profile/Role Description	<ul style="list-style-type: none"> ● Relevant experience related to IPR in industry or academia. ● Additional training / exposure/certification in IPR domain. ● Certificate/ diploma in IPR and Patent Law from recognized organization. ● The selected candidate will coordinate the broad efforts of GTU Innovation Council in that region. ● Execute flagship programs of GTU related to Innovation, Ecosystem building, IPR, SSIP etc. in particular region. ● Candidate will be responsible to deliver time bound goals as mandated from GTU. ● Coordinate with diverse range.

For GISC

❖ **General information and Instruction:**

1. Please read the instructions given below carefully before applying.
2. Visit the GISC website <https://www.gtu.ac.in/Recruitment.aspx>
3. The post is purely temporary and will be offered initially for a period of five years and likely to be renewed on satisfactory performance.
4. Candidates are advised to give specific, relevant, correct and full information. The completed filled form should be submitted along with self-attested copies of necessary certificates including in support of the evidence of Educational Qualifications, Caste, Experience, all supporting documents

related to applications. Filled application form along with necessary documents can be send to **The Director, GTU Innovation & Startup Centre, GTU Campus, Nr. Visat Gandhinagar Highway, Chandkheda, Ahmedabad-382424, Gujarat via Registered AD or Speed Post**. It should reach on or before last date as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.

5. All original certificates/documents in support of information furnished in the Application from/resume/bio-data must be produced at the time of interview failing which you may be disqualified for appearing interview.
6. The application may be supported **by TWO recommendation letters** of leading persons in the relevant area of expertise.
7. Applicants are advised to submit their application by clearly mentioning the name of applied post on the top of sealed envelope and well in advance without waiting for the last date to avoid postal delay or any other unforeseen problems. The GISC will not be responsible for any postal delay at any stage.
8. Incomplete applications shall not be considered.

❖ **Selection process and terms:**

1. A shortlisted of applicants will be selected by Committee from all the applications received. Shortlisted applicants shall then be invited for a personal interview by a high-level empowered selection committee.
2. A merit list of candidates shall be created based on personal interviews, and in order of precedence of the merit list, an applicant shall be selected for the position of the Head.
3. A formal employment offer shall only be offered to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate. The selected applicant shall also be given considerable time for transitions between jobs, if so necessary, as per mutually agreed terms. The decision of the management of GISC and its parent body shall be final in all matters related to this selection and eventual recruitment.
4. Performance of the candidate will be reviewed annually and if found satisfactory can be extended further till TBI exists.

❖ **How to Apply?**

Interested applicants send Filled Application, Two Recommendation letter with necessary documents on or before last date.

Notes:

1. **Please Note that this is NOT an appointment in Government Organization.**
2. **This appointment is purely on CONTRACT basis.**