

ATAL INCUBATION CENTRE – GISC FOUNDATION

Advertisement No. –AIC-GISC/Recruitment/

Dt: 27/07/2022

Employment notice

AIC-GISC Foundation, a subsidiary company of Gujarat Technological University Innovation & Startup Centre (GISC), is inviting applications for Atal Incubation Centre established at Gujarat Technological University, Chandkheda, Ahmedabad, for the following posts.

1. Chief Executive Officer (CEO) – 1 Post

Atal Incubation Center – GTU Innovation and Startup Center Foundation (AIC-GISC) promoted by Gujarat Technological University supported by Atal Innovation Mission, NITI Aayog 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.

Glimpse of Incubator

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Atal Incubation Center – GTU Technological University in the Old IIT Shed, B/H GTU admin Block, for providing the essential Dedicated Lab Suites, Shared Lab., Co working spaces, specialized facilities – Fabrication lab, Sophisticated laboratory, Central Instrumentation Facility

Thrust Area for Incubator

1. Bio-technology & Pharmacy
2. Biomedical Devices
3. Applications of IT, IOT, AI in Healthcare

The eligibility criteria are as follows:

1. Chief Executive Officer - 01 position

Applications are invited for the **Head of this Incubation Centre** and details for the same are as follows:

ELIGIBILITY CRITERIA:

Sr.#	Particular	Proposed Norms
1	Name of the Post	Chief Executive Officer (CEO) / Head
2	Remuneration	Minimum Rs. 75,000/- Upto Rs. 1.25 Lakhs consolidated Per Month fixed based on experience and qualification and screening committee discretion.
3	Age Limit	Not more than 45 years
4	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none">- Post-Graduation in Business Management/Engineering/ M.pharm / Master in Biological Science / Life Science with min. of 55% from a recognized University/ Institute.- 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">- Minimum 8 year's experience out of which at least 3 year's experience in the start up/ Innovation / Entrepreneurship domain, in a lead position in reputed Innovation & Start-up promoting organization/ Incubation centre for fulltime.- Candidate should have entrepreneurial capabilities and having idea about present Indian and global start-up ecosystems.

JOB DESCRIPTION: (Head/CEO)

- The Head of the Atal Incubation Centre (AIC) at Gujarat Technological University will be the operational and de-facto executive head of the Incubation Centre at AIC- GTU. The Head will be assigned an appropriate title, either that of the Chief Executive Officer (CEO) / Head or equivalent post selection.
- The Head shall be appointed under the aegis of AIC-GISC Foundation, a not-for-profit, subsidiary company of Gujarat Technological University Innovation & Startup Centre (GISC), incorporated specifically for the Atal Incubation Centre. The Head shall collaborate with and report to the Board of Directors GISC.
- The Head will be required 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 in order to convert the incubation Centre into a world-class hub for solving Health related issues.
- Create significant value for start-ups, investors and incubator and make it one of the top incubator in this domain globally.
- He/She should be able steer the early Stage Start-ups to Growth stage enterprises in due course of time and make the incubator Sustainable.

Eligibility Criteria for Project Manager: AIC-GISC Foundation

2. Project Manager

Essential Qualification:	<p>A Graduate and/or Post graduate from any nationally reputed institute/university having Minimum 5 years of overall work experience, with preferably two or more years of experience in the startup / Innovation /Entrepreneurship domain, either as a key employee of a start-up and / or as an enabler of startup/Innovation ecosystem or in a lead position in reputed Innovation & Startup promoting organization. Candidate having working in a health care innovation, start-up ecosystem and center will be given preference.</p> <ul style="list-style-type: none">• MBA /PGDBM/MTech/ME/MSc/ Masters in Biological Science with minimum 55% from a recognised university. Experience in Business Development / Entrepreneurship Development / Technology Commercialization would be an added advantage.
Age:	Not more than 40 (as on the date of Interview)
Pay:	Maximum CTC up to Rs. 50,000/- fixed and consolidated, per month, This is the maximum possible CTC and the final offer may defer.

Desirable:	<ul style="list-style-type: none"> • Post-Graduation in Business Management/Engineering/Technology/ Biological Science • Experience of working in Incubation center • Proficiency in computer applications
Key Skills / Abilities	<ul style="list-style-type: none"> • Ability to thrive in an entrepreneurial environment • Self-starter, capable of taking initiatives and making decisions in a collaborative manner • Excellent analytical and problem solving skills • Strong interpersonal, oral and written communication skills; proven aptitude for analytical • He / She Should have IPR Knowledge.

Job Profile/Role Description

- To manage and oversee the Health System-Incubator facility
- Establish collaborations with other incubators, institutes, hospitals, and industries involved in Bio entrepreneurship/Health System enterprises.
- To scout & evaluate startup idea in the field of Biotechnology / Biomedical / Bioinformatics / Biopharma / Healthcare / Life Sciences and allied areas under Health System
- Technical knowhow of managing a full-fledged laboratory in the health system space and familiarity with handling various biological laboratory equipment
- To engage with key stakeholders to improve outcomes, building support and secure resources
- Ability to rapidly adapt and respond to changes in startup environment
- Interact and maintain relationships with startups, innovators researchers and mentors.
- General project administration and coordination as required
- Ability to develop network with the local or regional healthcare institutions such as hospitals, medical colleges, pharma companies, reagent suppliers and allied organization.

Eligibility Criteria of Deputy Manager (Operations):

3. DEPUTY MANAGER (Operations)

Essential Qualification:	Bachelor's Degree with minimum 55% from a recognized University or BTech/ BE/ BSC/ ME/ MTech/ MBA/ MCA with minimum 55% from a recognised university
Age:	Not more than 30 (as on the date of Interview)
Experience required:	Minimum 1 year of experience in same Industry
Pay:	Up to Rs.30,000/- per month (consolidated)
Desirable:	<ul style="list-style-type: none">• Post-Graduation in Business Management/Engineering/Technology/ Biological Science• Experience in Incubation center/ Industries• Proficiency in computer applications

Job Description:

A. Deputy Manager (Operations) :

- (i) To support incubation centre's day-to-day operations
- (ii) Manage administrative, operative functions and coordinate implementation of projects and activities related to developing scientific & prototyping facility at AIC-GISC
- (iii) To plan, set-up and operate facilities and services at Medtech lab and Central Instrumentation lab esp. those relating to procurement related activities and assist in implementation of the procurement policies.
- (iv) Undertake independently or under supervision, various activities inclusive of Installation, Operations, Upkeep, Maintenance of facility management related activities, Spaces, Assets & Stocks, etc.; as needed from time to time.
- (v) Undertake independently or under supervision, various studies, exercises, projects, etc. functions, as needed from time to time.
- (vi) To supervise contracted services, collect feedback, track performance and ensure service quality and maintain inventories of supplies and assets.
- (vii) Day to day purchase using GeM portal, Rate contract and work order procedure.
- (viii) Preparing and managing database of Incubatees.
- (ix) Proposal preparation and submission for funding opportunities.
- (x) Inventory management, call for application / EOI for Start-up engagement

GENERAL INFORMATION AND INSTRUCTION:

- Please read the instructions given below carefully before applying
- Visit the AIC-GISC website <https://www.aic-gisc.gtu.ac.in>
- The post is purely temporary and will be offered initially for a period of five years and likely to be renewed on satisfactory performance.
- 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, only through email (No any other mode will be entertained) to aic-gisc@gtu.edu.in . It should reach on or before last date (i.e. 07/08/2022) up to 24:00 hours as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.
- All original certificates/documents in support of information furnished in the resume/bio-data must be produced at the time of interview failing which you may be disqualified for appearing interview.
- The application may be supported by TWO recommendation letters of leading persons in the relevant area of expertise.

SELECTION PROCESS & TERMS:

- A shortlist of applicants will be selected by an expert Committee from all the applications received. Shortlisted applicants shall then be invited for a personal interview by a high-level empowered selection committee.
- 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.
- 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 AIC-GISC Foundation and its parent body shall be final in all matters related to this selection and eventual recruitment.
- Performance of the candidate will be reviewed annually and if found satisfactory can be extended further. A candidate can be selected for max 5 years if his/her performance is found satisfactory.

HOW TO APPLY:

Interested applicants can download the [Application form](#) and submit the filled form along with necessary documents on or before – **07/08/2022**.

Director, AIC-GISC