



ATAL INCUBATION CENTER
GUJARAT TECHNOLOGICAL UNIVERSITY
Block-5, Visat three roads, Chandkheda, Ahmedabad
Website: www.aic-gisc.gtu.ac.in



**Recruitment at Atal Incubation Centre-GTU
Innovation Startup Center (AIC-GISC)**

Gujarat Technological University (GTU) for its Atal Incubation Center invites applications for one post of **Project Assistant** in the segment of Advance Health System.

The above position will be purely on contractual basis Maximum up to 5 Years based on performance of the candidate.

Interested and eligible candidates are requested to present Physically on **date 30-12-2020 at 11:00 AM** at Meeting Room, AIC, Block-5, Gujarat Technological University, Chandkheda.

Candidates are informed to bring filled application form along with all necessary documents and latest bio-data.

CEO, AIC-GISC

Eligibility Criteria for Project Assistant post of AIC-GISC Foundation

1. Project Assistant :

Sr.	Particular	Proposed Norms
1	Name of the Post	Project 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	<ul style="list-style-type: none"> • B.E. / B. Tech./B. Sc. / B. Com / B. Pharm / MBA / MCA PGDM (AIU Equivalency) in relevant subject from a recognized University/Institute <li style="text-align: center;">OR 50% of the marks or its equivalent grade in master degree in relevant subject from a recognized University / Institute • Computer proficiency and communication (written/oral) proficiency. • Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi. • 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. • 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. • 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. • Execute flagship programs of GTU related to Innovation, Ecosystem building, PR. • Candidate will be responsible to deliver time bound goals mandated from GTU. • Coordinate with diverse range of stakeholders in the region while planning & executing tasks.



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GUJARAT TECHNOLOGICAL UNIVERSITY**

Old IIT shed-5, B/H GTU admin block, Visat three roads, Chandkheda, Ahmedabad

Website: www.aic-gisc.gtu.ac.in Email: aic-gisc@gtu.edu.in



Application for the post of Project Assistant at AIC-GISC Foundation

A. PERSONAL DETAILS:

1) Name of the Applicant: _____

Gender (M/F): _____

2) Date of Birth: _____

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*Pl. affix your
Specimen signature
Photograph here*

3) Full Address: _____

City: _____

Pin

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code:

Contact Details: _____ - _____ ; _____

(STD Code)

(Residence)

(Mobile No.)

(Alternate Mobile No.)

E- Mail Id: _____

4) Category: _____

 SC ST SEBC General

5) Nationality: _____

6) Languages known (Pl. tick)

Languages	Write	Read	Speak
English			
Gujarati			
Hindi			

B. ACADEMIC CREDENTIAL:

Examination / Degree	Board/University	Passing Year		Percentage/ CGPA
		From MM/YY	To MM/YY	
HSC(12 th) / SSC (In case of Diploma)				
Diploma				
Undergraduate				
Post-graduation				
Doctorate Degree/ Post Doctorate				
Any other				

C. WORK EXPERIENCE:

Level (Academic / Industrial/ Research/ Administrative)	Position	Organization name	Period		Experience	Pay Scale	Reason for leaving
			From (DD/MM/ YYYY)	To (DD/MM/ YYYY)	Y: Year M: Months		
					Y: M:		
					Y: M:		
					Y: M:		
					Y: M:		
Mention experience related to <i>Startup/Innovation / Entrepreneurship Domain:</i>							

**Pl. attach additional sheets, if need be*

1) Brief summary of Job done till date (in 200 words)

D. GOALS AND VISION FOR AIC

1) In up to 500 -700 words, including your earlier Experiences/Achievements, pitch as how your candidature is most suitable against the position applied? Why we should recruit for this position?

2) If selected for the position applied, how shall you contribute to AIC-GISC? (In 300 Words)

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E. REFERENCE DETAILS*:

References	Reference 1	Reference 2
Full Name		
Designation, Organization		
Contact Number & Email Address		
Contact Address		

F. ENCLOSURES:

1. Latest CV/Resume
2. Photo ID Proof (Preferably Govt. issued Identity Card/ Aadhar Card/Driving License/Voter ID/Passport)
3. Caste certificate
4. Relevant marksheets/certificates as per details mentioned in Section B
5. Relevant certificates/documents as per details mentioned in Section C
6. Any other documents, you wish to furnish (Research Papers/Patents owned)

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief that I have not concealed any fact or withheld any information regarding my past services & records. If any information is found to be false or incorrect or anything is found to be concealed. I will be disqualified for selected or if appointed will be liable for termination without any notice or compensation/

Place : _____

Date : _____

(Signature of the Applicant)

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◆ Submit filled application form complete in all respect and along with one copy of **Self-attested copies of documents** and a copy of your **CV**. You shall be required to bring Original Certificates, Marksheets, etc. documents for verification. ◆