



**ATAL INCUBATION CENTER**  
**GUJARAT TECHNOLOGICAL UNIVERSITY**  
Old IIT shed-5, Visat three roads, Chandkheda, Ahmedabad  
Website: [www.aic-gisc.gtu.ac.in](http://www.aic-gisc.gtu.ac.in)



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

Gujarat Technological University (GTU) for its Atal Incubation Center invites applications for segment of Advance Health System as mentioned below.

- 1. Incubation Manager-01**
- 2. Project Assistant-01**
- 3. Lab Analysts-01**

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

Interested and eligible candidates are requested to send their applications in prescribed form with relevant documents in Soft Copies to [aic-gisc@gtu.edu.in](mailto:aic-gisc@gtu.edu.in) on or before **15<sup>th</sup> October, 2020**.

**CEO, AIC-GISC**

## Eligibility Criteria for different post of AIC-GISC Foundation

### 1. Incubation Manager:

Sr.	Particular	Proposed Norms
1	Name of the Post	Incubation Manager
2	Remuneration	Maximum CTC up to Rs. 70,000 fixed and consolidated, per month, as per Atal Innovation Mission rules. This is the maximum possible CTC and the final offer may defer.
3	Age Limit	Preferably below 40 years
4	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"> <li>• A Graduate and/or Post graduate from any nationally reputed institute/university having Minimum 5 years of overall work experience, with preferably three or more years of experience in the startup / Innovation /Entrepreneurship domain, either as a startup founder / co-founder / core team member /key employee of a start-up and / or as an enabler of startup/Innovation ecosystem or in a lead position in reputed Innovation &amp; Startup promoting organization. Candidate having working in a health care innovation, start-up ecosystem and center will be given preference.</li> <li>• MBA /PGDBM from reputed university is preferable. Experience in Business Development / Entrepreneurship Development / Technology Commercialization would be an added advantage.</li> </ul>
5	Key Skills / Abilities	<ul style="list-style-type: none"> <li>• Ability to thrive in an entrepreneurial environment</li> <li>• Self-starter, capable of taking initiatives and making decisions in a collaborative manner</li> <li>• Excellent analytical and problem solving skills</li> <li>• Strong interpersonal, oral and written communication skills; proven aptitude for analytical</li> <li>• He / She Should have IPR Knowledge.</li> </ul>
5	Job Profile/Role Description	<ul style="list-style-type: none"> <li>• To manage and oversee the Health System-Incubator facility</li> <li>• Establish collaborations with other incubators, institutes, hospitals, and industries involved in Bio entrepreneurship/Health System enterprises</li> <li>• To scout &amp; evaluate startup idea in the field of Biotechnology / Biomedical / Bioinformatics / Biopharma / Healthcare / Life Sciences and allied areas under Health System</li> <li>• Technical knowhow of managing a full-fledged laboratory in the health system space and familiarity with handling various biological laboratory equipment</li> <li>• To engage with key stakeholders to improve outcomes, building support and secure resources</li> <li>• Ability to rapidly adapt and respond to changes in startup environment</li> <li>• Interact and maintain relationships with startups, innovators researchers and mentors</li> <li>• General project administration and coordination as required</li> <li>• Ability to develop network with the local or regional healthcare institutions such as hospitals, medical colleges, pharma companies, reagent suppliers and allied organization.</li> </ul>

## 2. 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"> <li>• B.E. / B.Tech. / B.Pharm / MBA / MCA PGDM (AIU Equivalency) in relevant subject from a recognized University/Institute</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>50% of the marks or its equivalent grade in ME/ M.Tech/ M.Pharm in relevant subject from a recognized University / Institute</p> <ul style="list-style-type: none"> <li>• Computer proficiency and communication (written/oral) proficiency.</li> <li>• Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi.</li> <li>• Candidate having good soft skills, leadership, project management &amp; administrative abilities. Candidate should have basic exposure towards research, innovation &amp; entrepreneurial activities related with academia or any other ecosystem.</li> <li>• Candidate with prior experience in field of project management, Innovation, IPR, Product design &amp; working with start-up ecosystem will be given preference. Additional certifications in any of the above domain will be given weightage.</li> <li>• Candidate should be passionate to work around key goals of GTU Innovation Council.</li> </ul>
5	Job Profile/Role Description	<ul style="list-style-type: none"> <li>• The selected candidate will coordinate the broad efforts of GTU Innovation Council.</li> <li>• Execute flagship programs of GTU related to Innovation, Ecosystem building, PR.</li> <li>• Candidate will be responsible to deliver time bound goals mandated from GTU.</li> <li>• Coordinate with diverse range of stakeholders in the region while planning &amp; executing tasks.</li> </ul>

### 3. Laboratory Analysts:

Sr.	Particular	Proposed Norms
1	Name of the Post	Laboratory analysts
2	Remuneration	Rs. 25,000/- Per Month fixed
3	Age Limit	Preferably below 35 years
4	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"><li>• M.Sc. Microbiology/Biotechnology/Biochemistry/any Life Sciences subject or M. Pharm Biotechnology/relevant area with minimum 55% or above marks from a recognized University/Institute.</li><li>• Experience of handling sophisticated instruments in the field of Biotechnology/Microbiology.</li><li>• Candidates with prior experience in relevant area would be preferable.</li><li>• Candidates with expertise in handling microbial cultures, cell lines and molecular biology techniques is desirable.</li></ul>
5	Job Profile/Role Description	<ul style="list-style-type: none"><li>• To perform maintenance on lab equipment by making calibrations, cleaning equipment, replacing parts, and otherwise keeping equipment functioning properly.</li><li>• To provide training and assistance to handle equipment to our incubates/Startups/Students/Faculties etc.</li><li>• To prepare and/or test outsourced samples.</li><li>• To maintain laboratory consumables stock and resources.</li><li>• To do basic research and all other activities instructed by CEO.</li></ul>



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**Application for various post at AIC-GISC Foundation**

Incubation Manager

Project Assistant

Lab Analysts

**A. PERSONAL DETAILS:**

1) Name of the Applicant: \_\_\_\_\_

Gender (M/F): \_\_\_\_\_

2) Date of Birth: \_\_\_\_\_

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M M

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Y Y Y Y

3) Full Address: \_\_\_\_\_  
\_\_\_\_\_

*Pl. affix your  
Specimen signature  
Photograph here*

City: \_\_\_\_\_

Pin code: \_\_\_\_\_

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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 <sup>th</sup> ) / 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)

- 2) Elaborate your experience (mention experience in years) as a Startup Founder/Core team member/ecosystem stakeholder (**\* For Incubation Manager Post Only**)

- 3) Elaborate your Experience. ( Research in the Field of Biotechnology) (**\* For Laboratory Analysts Post Only**)

**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)

**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 : \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Applicant)

Date : \_\_\_\_\_

\* \* \* \* \*

◆ 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 to the Director, AIC-GISC; Old IIT Shed-5, Atal Incubation Center Gujarat Technological University, University Campus, Visat Three Roads, Sabarmati-Koba Highway, Chandkheda, Ahmedabad-382424** by Registered/Speed Post only. You shall be required to bring Original Certificates, Marksheets, etc. documents for verification to the Interview. ◆