

Advertisement No. 1/2024/ICUIC/dated: 23/03/2024D.No: 657 /ICUIC

Dated: March 23, 2024

AMU Innovation Foundation (AMU-IF) invites application for engaging the position of one (1) Chief Executive Officer (CEO), one (1) Incubation Manager, one (1) Associate (Administration), one (1) Associate (Finance) and two (2) Technical Associate under the project of DST NIDHI i-TBI scheme. The AMU-IF is a subsidiary non-profit Section-8 company of Aligarh Muslim University, Aligarh, Uttar Pradesh – 202002. AMU-IF aims to create a culture of entrepreneurship and Start-ups that can provide value addition to jobs and employment for social and economic good. The job descriptions of the position is as under;

S.No. 1: DESIGNATION: CHIEF EXECUTIVE OFFICER (CEO)**NUMBERS OF POST: 01****ROLES & RESPONSIBILITIES:**

- To oversee all incubator operations and provide strategic planning & direction, build, and grow programs for outreach and incubation with impact measurement, and cooperation.
- Create partnerships with businesses, incubators that already exist, and academic institutions.
- Network with funding organisations for start-ups at National and International level.

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- First Class B.Tech./ B.E. degree in any branch of Engineering/ Technology from a recognized University preferably with master's degree in Engineering/ Management.
- The minimum 15 years of work experience in relevant field preferably in Start-up Incubation Ecosystem, or administration in the technical educational institution having incubator with experience in general management, regulatory matters, Finance etc.

DESIRED SKILLS:

- Capable of motivating and guiding incubates regarding different aspects of entrepreneurship including innovation, prototyping, finance, marketing and business planning.
- Networking with industries, financial institutions and government bodies.
- Resource generation for long term sustainability of incubator.
- Communication skills, written/Verbal
- Soft skills like Word processor, Spreadsheet, PPT Presentation, Internet browsing, Video conferencing etc.

MODE OF SELECTION: DIRECT**AGE LIMIT:** Below 65 Years as on date of advertisement.**SALARY:** Rs.80,000/- per month with 10% annual increment subjected to performance review.**S.No. 2: DESIGNATION: INCUBATION MANNAGER****NUMBERS OF POST: 01****ROLES & RESPONSIBILITIES:**

- To oversee and manage all incubator operations, build, and grow programs for outreach and incubation with impact measurement, and cooperation.
- Create partnerships with businesses, incubators that already exist, and academic institutions.
- Network with funding organisations for start-ups at National and International level.

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- First Class Master of Business Administration (M.B.A) or Master of Finance and Control (M.F.C) or Certified Company Secretary (C.S.) or Certified Charter Accountant (C.A.) from a recognized University.
- The minimum 5 years of work experience in relevant field preferably in Start-up Incubation Ecosystem, or administration in the technical educational institution having incubator with experience in general management, regulatory matters, Finance etc.

DESIRED SKILLS:

1. Capable of motivating and guiding incubates regarding different aspects of entrepreneurship including innovation, prototyping, finance, marketing and business planning.
2. Networking with industries, financial institutions and government bodies.
3. Resource generation for long term sustainability of incubator.
4. Communication skills, written/Verbal
5. Soft skills like Word processor, Spreadsheet, PPT Presentation, Internet browsing, Video conferencing etc.

MODE OF SELECTION: DIRECT

AGE LIMIT: Below 60 Years as on date of advertisement.

SALARY: Rs.50,000/- per month with 10% annual increment subjected to performance review

S.No.3: DESIGNATION: ASSOCIATE (ADMINISTRATION)

NUMBERS OF POST: 01

ROLES & RESPONSIBILITIES:

- To oversee and manage all incubator operations, build, and grow programs for outreach and incubation with impact measurement, and cooperation.

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- First Class BACHELORS DEGREE from a recognized University in Administration/Management/Economics/English

DESIRED SKILLS:

- Networking with industries, financial institutions and government bodies.
- Communication skills, written/Verbal
- Soft skills like Word processor, Spreadsheet, PPT Presentation, Internet browsing, Video conferencing etc.

MODE OF SELECTION: DIRECT

AGE LIMIT: Below 60 Years as on date of advertisement.

SALARY: Rs.25,000/- per month with 10% annual increment subjected to performance review

S.No.4: DESIGNATION: ASSOCIATE (FINANCE)

NUMBERS OF POST: 01

ROLES & RESPONSIBILITIES:

- To oversee and manage all incubator operations, build, and grow programs for outreach and incubation with impact measurement, and cooperation.

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- First Class BACHELORS DEGREE from a recognized University IN COMMERCE

DESIRED SKILLS:

- Networking with industries, financial institutions and government bodies.
- Communication skills, written/Verbal
- Soft skills like Tally, Word processor, Spreadsheet, PPT Presentation, Internet browsing, Video conferencing etc.

MODE OF SELECTION: DIRECT

AGE LIMIT: Below 60 Years as on date of advertisement.

SALARY: Rs.25,000/- per month with 10% annual increment subjected to performance review

S.No. 5: DESIGNATION: TECHNICAL ASSOCIATE

NUMBERS OF POST: 02

ROLES & RESPONSIBILITIES:

- Their role would be to maintain and operate the different equipment bought under this scheme and help incubate in developing the prototype. They would also be required to work as a Multitask force.

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- First Class Diploma with three years of experience from a recognized University in the field of Mechanical or Electrical Engineering

DESIRED SKILLS:

- Operations of Lathe Machine, CNC operation, Milling, PCB operations, 3D printing.
- Certified course in CAD/CAM with hands on experience in 3D modelling and generated code for CNC machines like milling, lathe, surface grinder, etc.
- Capable of handling workshop and design lab operations including 3D printing, PCB manufacturing.
- Well versed with the engineering drawing including assembly and production drawing.
- Communication skills, written/Verbal
- Soft skills like Word processor, Spreadsheet, PPT Presentation, Internet browsing, Video conferencing etc.

MODE OF SELECTION: DIRECT

AGE LIMIT: Below 60 Years as on date of advertisement.

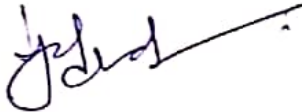
SALARY: Rs.22,000/- per month with 10% annual increment subjected to performance review

TERMS AND CONDITIONS

- All the above posts are contractual assignment.
- The contract can be terminated at one month notice from each party.
- The vacancy are 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 3 (three) years or the date of completion of DST – Nidhi iTBI project.

INSTRUCTIONS FOR APPLICANT

1. Incomplete Application Forms or applications on plain paper will not be entertained and shall be summarily rejected.
2. Qualifications, experience, other eligibility conditions, etc. will be reckoned as on the last date of submission of Application Form.
3. The last date of submission of application form is 7th April, 2024.
4. Applications received late or without necessary supporting documents viz. Degrees/Mark-sheet/Experience Certificate shall be summarily rejected. The self-attested copies of the following document is mandatory for submission
 - a. Mark-sheet and Degree of Post-Graduation, Graduation, Diploma whatever applicable.
 - b. Experience Certificates wherever applicable
 - c. Detailed signed Curriculum Vitae
5. Applications should be submitted in the office of IC & UIC, AMU, Aligarh.



Prof. Syed Fahad Anwer,
PI- iTBI – BGENs
Director, AMU Innovation Foundation

Director
AMU Innovation Foundation,
A.M.U., Aligarh