

**Advertisement for recruitment of Chief Executive Officer (CEO)  
for Atal Incubation Centre (AIC), Anushaktinagar, Mumbai**

**Advertisement No.:AIC- Anushaktinagar/Recruitment/2022/ 01**

*(This is second advertisement for the above post)*

An Incubation Centre is being established at Anushaktinagar, Mumbai under the auspices of Atal Innovation Mission (AIM) – NITI Aayog. Applications are invited from Indian nationals for the following position of this Incubation Centre:

<b>Job Title</b>	<b>Chief Executive Officer (CEO)</b>
<b>Location of posting</b>	<b>Mumbai, Maharashtra</b>
<b>Number of posts</b>	<b>1 (One)</b>
<b>Nature of post</b>	<b>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.</b>
<b>Age limit</b>	<b>Not more than 50 years (male candidates)/ 52 years (female candidates) as on the last date of submission of application.</b>
<b>Remuneration</b>	<b>Rs. 1,50,000/- per month/ Rs. 18 lakhs per annum (all inclusive) with performance based annual increment</b>

**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:

- (i) Shall report to the Convener, Task Force of Incubation Centre and collaborate with Task Force for seamless implementation of incubation related decisions and strategies.
- (ii) 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.
- (iii) 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.
- (iv) Forge partnership with academia, industry, other existing incubators, and angel/seed funding institutions in India and abroad for the start-ups to leverage.

- (v) Conduct events and inspirational programs to attract prospective incubatee and general public.
- (vi) Provide necessary support, encouragement and guidance to prospective eligible applicants to apply for incubation with business proposals and arrange screening of the applicants.
- (vii) Assist the incubatee in creating a sustainable, scalable, and profitable business model by imparting training and mentorship.
- (viii) Maintain the repository of technologies, laboratory/ workshop access and contact details of technology developers / mentors.
- (ix) 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. through established procedures as approved by NITI Aayog.
- (x) Enable access to prototyping facilities, test beds, markets, and pilot implementation for the product/services.
- (xi) Build a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.

### **Qualification, Experience & Eligibility Criteria:**

#### **Educational Qualification:**

Bachelors degree in Science or Engineering/ Technology (i.e., BSc/BE/BTech) with minimum 60% aggregate marks or equivalent CGPA (as per the regulations of the university/ institute) followed by full time Masters in Business Administration or Post Graduate Diploma in Management with specialization in Business Management / Business Strategy or similar, with minimum 60% aggregate marks or equivalent CGPA (as per the regulations of the university/institute)

#### **Experience:**

- Minimum 5 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 2 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.
- Should have a strong understanding of startup companies, technology and incubation, early-stage investments, raising funds
- Must be a visionary with in-depth knowledge of present Indian and global start-up ecosystems, and should strive towards making the AIC, Anushaktinagar self-sustainable.
- Should be well versed with Social Media marketing tools and techniques.

### **The eligible candidate should have:**

- Good updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc. and OS like Windows XX/ Linux) and other additional required software skills used in office.
- A strong command on English language along with proficiency in Hindi. Good communication skill in Marathi will be preferred. Applicants are expected to be well versed in conceptualizing, compiling, and putting together papers, presentations, techno-legal/ commercial documents, proposals, etc.

### **Selection Process & Terms:**

- Applications will be scrutinized and those not meeting the eligibility criteria will summarily be rejected. From the eligible applicants, shortlisting will be carried out based on academic performance and experience of the candidates. Depending upon the number of applications, a screening examination may be conducted to further shortlist the candidates for interview.
- Shortlisted candidates shall then be invited for a personal interview by an empowered Selection Committee appointed by Governing Board of Incubation Centre. A merit list of candidates shall be prepared based solely on performance in personal interview. The candidate coming first in the merit shall be provisionally selected for the position of the CEO and a separate waiting list shall be prepared by selecting the candidates in order of merit from the merit list.
- A formal employment offer shall only be awarded to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate. The selected candidate shall also be given sufficient time (3 months) for transitions between jobs, if so necessary, as per mutually agreed terms.
- The decision of the Selection Committee shall be the final in all matters related to this selection and final recruitment.

### **Notes:**

- 1. Please note that this is NOT an appointment in Government Organisation.**
- 2. It is self-financed Centre and appointment is purely on CONTRACT basis**
- 3. Duly Completed Application Form along with the supporting documents must be sent by Indian Speed Post/Registered Post ONLY to the address given below so as to reach on or before Friday, 12th August 2022.**

**Convener, Task Force, Incubation Centre  
C/o Director, Knowledge Management Group, BARC  
Training School Complex, Anushakti Nagar,  
Mumbai – 400 094**

- 4. Application forms sent through any other mode such as email, private courier OR hand delivery will NOT be accepted.**

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**Incubation Centre  
Anushaktinagar, Mumbai**

**Format of Application Form for the post of CEO**

**Full Name:**

*Last*

*First*

*Middle*

**Gender (Male / Female):**

**Address:**

*Apartment/Unit*

*Street Address*

*City*

*State*

*PIN Code*

**Date of Birth**

**Phone**

**Age (as on  
12/08/2022)**

**Email**

**Aadhar No**

**LinkedIn or any professional  
profile URL**

**Educational Qualifications (Starting with Graduation Degree)**

<b>S. No.</b>	<b>Degree/Diploma</b>	<b>University/ Institute</b>	<b>Subject</b>	<b>Year of passing</b>	<b>Percentage/ CGPA</b>

**Details of Previous Employment**

<b>Sr. No.</b>	<b>Company name and Address</b>	<b>Job Title/ Position</b>	<b>Responsibilities/ Nature of work</b>	<b>Last Salary Drawn (Annual)</b>	<b>Experience (Enclose experience certificate)</b>	<b>Reason(s) for Leaving</b>


### References

Sr. No.	Referee Name	Contact number	Email	Relation with you	Knows you since how many years?

### Check List (Tick in appropriate box)

<b>Age:</b> Do you satisfy the age limit criterion, i.e., not more than 50 (in case of male candidates)/52 (in case of female candidates) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Educational Qualification:</b> Bachelors degree in Science or Engineering/ Technology (i.e., BSc/BE/BTech) with minimum 60% aggregate marks or equivalent CGPA (as per the regulations of the university/ institute)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Professional Qualification:</b> Full time Masters in Business Administration or Post Graduate Diploma in Management with specialization in Business Management/ Business Strategy or similar, with minimum 60% aggregate marks or equivalent CGPA (as per the regulations of the university/institute)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Experience:</b> ➤ Do you have Minimum 5 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 2 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?  ➤ Do you have a strong understanding of start-up companies, technology and incubation, early-stage investments, raising funds?  ➤ Do you have a vision with in-depth knowledge of present Indian and global start-up ecosystems, and should strive towards making the AIC-BARC self-sustainable?	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Knowledge of working with computers and techno-legal/commercial documentation:</b> ➤ Do you have good updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc. and OS like Windows) and other additional required software skills used in office?  ➤ Are you well versed in conceptualizing, compiling, and putting together papers, presentations, techno-legal/commercial documents, proposals, etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No

**Languages known: (Pl tick whichever is applicable)**

<b>Language</b>	<b>Write</b>	<b>Read</b>	<b>Speak</b>
English			
Hindi			
Marathi			
Other(_____)			

**Disclaimer**

I certify that my answers are true and complete to the best of my knowledge and belief. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

**Signature (with Date)** \_\_\_\_\_

**The following documents should be enclosed along-with this application form.**

1. Recent passport size colour photograph of the candidate (2 copies).
2. Latest CV
3. Certificates (documentary proof of above statement(s))
4. Reference letter from well known professional referee
5. Vision Statement in candidate's own words (in about 500 words) on *“How an Incubation Centre at Anushaktinagar, Mumbai can contribute to the Indian Incubation and Start-up Eco-system”*