



F. No. AIC-AUDF/2023-24/70/Recruitment

Recruitment Notification

Recruitment for the position of Chief Executive Officer (CEO) and Incubation Manager for AIC – AUDF, Dr. B. R. Ambedkar University Delhi

ATAL INCUBATION CENTRE – AMBEDKAR UNIVERSITY DELHI FOUNDATION (AIC – AUDF) is a not-for-profit Company registered under Section 8 of the Companies Act, 2013. AIC – AUDF has been set-up to implement the Atal Incubation Centre (AIC) as per the guidelines issued by Atal Innovation Mission, NITI Aayog with an objective of supporting innovative startup enterprises in India. The Company is presently located at Dr. B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi – 110006.

Applications are invited from eligible candidates for filling up vacancies of **Chief Executive Officer (CEO)** and **Incubation Manager** of the company. These vacancies are to be filled-up purely on contract basis for an initial period of 3 years and further extendable for another 2 years, with a probation period of initial 1 year.

How to apply

Details with regard to both positions are provided as under. Applications along with latest Curriculum Vitae for the above positions should be sent to the Board of Directors, Atal Incubation Centre – AUD Foundation by email: ed.aicaudf@aud.ac.in

Last date for submission of application for both the above positions, is **3rd October 2023**.

(1) Chief Executive Officer (CEO)

Job Title	Chief Executive Officer (CEO), AIC-AUDF, a Section 8 Company of Ambedkar University Delhi
Location of Posting	Delhi
No. of Posts	01
Nature of Post	The vacancy is to be filled-up purely on contract basis for an initial period of 3 years and further extendable for 2 years. The appointment shall come to end on the expiry of the contract period.
Age Limit	Less than 50 years as on the last date of submission of application.
Remuneration	Remuneration is negotiable and will be based on the professional competence and experience of the candidate.



AIC - AMBEDKAR UNIVERSITY DELHI FOUNDATION

AUD Centre For Incub. Innov.& Entrep. WS-3, 1st Floor, Dr. B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006



Eligibility Criteria

Educational and other Qualifications

Essential:

Graduate and post graduate in Design/ Business Administration/ Technology or related disciplines from a recognized national or international institution.

Desirable:

An MBA part time/ full time from a recognized accredited and reputed Institute/ University.

Work Experience

Essential:

An individual with impeccable track record having minimum 10 years of overall experience in the industry, Start-ups (as Founder/Co-Founder/Managing Director/ Chairman) and/or an enabler of Start-up, Innovation and entrepreneurship ecosystem by virtue of managing/ leading reputed innovation and start-up promoting organizations/ incubators/ accelerators/ centres-of-excellence/ entrepreneurship development cells / mentoring organization etc., or its flagship programmes.

Desirable Skills and Overall Profile:

- Applicant should have Business Acumen and eye for details.
- Applicant must be able to clearly demonstrate entrepreneurial skills and experience as an enabler for Start-ups/ Innovation ecosystem or in the role of an entrepreneur or start-up founder himself/ herself.
- Applicant with previous experience of leading an entrepreneurial and ambitious organization with demonstrable success shall be preferred.
- Applicant must have a detailed knowledge of all the domains and areas which constitute the start-up ecosystem.
- Applicant with previous experience of working at the senior level position collaborating with government departments/ agencies/ allied organizations/ Private sector/ venture Capitalists, along with demonstration of fundraising for non-profit organizations shall be preferred.
- Applicant shall possess strong presentation, verbal and written communication skills.
- Applicant should be able to effectively manage internal and external stakeholders.
- Applicant must mandatorily have a clear understanding of local, national and global startup ecosystems



Job Description

- The CEO in consultation with the Board of Directors shall develop vision, strategy and business model to achieve the objectives of the Company.
- The CEO will closely work with the Board of Directors and report to the Board of Directors for implementation of strategy, review and plan for continuous improvement.
- The CEO will be required to give direction to the Company primarily towards establishing it as a key player in incubation/ acceleration space which includes establishing world class incubator(s), strategy to build, execute and scale incubation programs, outreach activities, measure impacts, collaborate with the partners/ stakeholders of the start-up/ entrepreneurial ecosystem, etc.
- The CEO will be required to provide overall strategic guidance, framing procedures, guidelines, best practices etc., for co-ordination, consolidation, synergy and success of incubator(s) and incubated start-ups.
- The CEO will be responsible for identifying and attracting suitable start-ups and entrepreneurs.
- The CEO will act as the “Chief Experimenter” and encourage start-up ventures to innovate, promote the culture of innovation, help them in converting ideas into products/ IPs and commercialization, create significant value for start-ups, investors and incubator.
- The CEO will be required to facilitate the growth of start-up and help them become successful.
- The CEO will be required to liaison, develop and strengthen relationships with Govt. agencies, academia, other incubators, venture capitalists, angel/ seed funding institutions in India and abroad for investing into the right start-ups, develop a strong cadre of mentors, service providers and other start-up ecosystem players as required.
- The CEO will be required to spearhead senior level, strategic relationships with key stakeholders.
- The CEO must be an evangelist for the incubator in all forums and responsible to represent the company as required, including attendance of important functions, industry events and public meetings.
- The CEO will be responsible to create a team primarily involved in managing the project operations and investments, performing outreach and other promotional activities with the culture of entrepreneurship, openness, and integrity and monitor its functioning.
- The CEO will be responsible to plan and execute activities within the preapproved quarterly budget including verification and recommendation of release of operating expense, ensure proper implementation and strict monitoring of annual plans, budgets and targets.
- The CEO will be responsible to direct the Finance team to prepare annual budgets, complete risk analysis on potential investments, and advise the Board of Directors with regard to investment risk and return.
- The CEO will be responsible for the Financial Statements of the Company and other compliances.
- The CEO will be responsible to present the company’s progress and discuss the future plans in the Board meeting held on periodic basis.
- The CEO must be a visionary to make the Company self-sustainable.



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(2) Incubation Manager

Job Title	Incubation Manager AIC-AUDF, a Section 8 Company of Ambedkar University Delhi
Location of Posting	Delhi
No. of Posts	01
Nature of Post	The vacancy is to be filled-up purely on contract basis for an initial period of 3 years and further extendable for 2 years. The appointment shall come to end on the expiry of the contract period.
Age Limit	Less than 40 years as on the last date of submission of application.
Remuneration	Remuneration is negotiable and will be based on the professional competence and experience of the candidate.

Eligibility Criteria

Educational and other Qualifications

Essential:

Graduate and post graduate in Design/ Business Administration/ Technology or related disciplines from a recognized national or international institution.

Desirable:

An MBA part time/ full time from a recognized, accredited and reputed Institute/ University.

Work Experience

Essential:

An individual with impeccable track record having minimum 7 years of overall experience in the industry/ related institutions, Start-ups (as Founder/Co-Founder) and/ or an enabler of Start-up, Innovation and entrepreneurship ecosystem by virtue of managing/ leading/ coordinating key activities or its flagship programmes.

Desirable Skills and Overall Profile:

- A highly motivated individual looking to work in the start-up ecosystem. Experience of leading/coordinating key activities in an incubator/ accelerator.
- Prior experience as a startup founder or with a relevant VC/ Angel investment firm.
- Overall understanding of the start-up incubation process and related challenges.



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- Strong execution skill set - including a focus on decision making, comfort with ambiguity, and ability to drive rapid "learn and implement" iterations, strong bias for action and outcomes-based orientation.
- Good overall leadership and networking skills.
- Fluent in written and spoken English, with the ability to speak in front of an audience as and when deemed necessary.
- Experience of running multi-functional teams.
- Excellent skills in the entire Microsoft Office Suite (MS Word, Power point, Excel etc.)

Job Description

- Work with startups at the Centre according to the frameworks and mechanisms as outlined by the Incubator leadership team. Monitor business performance of portfolio start-ups, interface with other stakeholders and provide industry connects.
- Regularly interact and coordinate with internal and external stakeholders to ensure program performance. Look for newer avenues of partnerships and bring the same to the leadership team for further action.
- Work towards overall startup community mobilisation and outreach. Ensure that the program reaches out to relevant ecosystem stakeholders.
- Study key sectors and generate insights, use-cases and industry analyses for internal and external usage.
- Manage and support internal and external communication as needed for the program. This will also include maintaining communication with the media as and when required.
- Interact and maintain relationships with portfolio companies, mentors and partners.
- Ensure preparation of necessary portfolio reports for both internal and external purposes.
- Ensure smooth day-to-day overall functioning of the incubator, by coordinating with Admin, Marketing, Design, HR and other relevant team members.
- Actively participate in events, seminars and workshops for building and sharing knowledge. Ensuring coordination with relevant team members within the organization.