

DTU INNOVATION AND INCUBATION FOUNDATION

[Pursuant to sub-section (2) of section 7 of the Companies Act, 2013 and rule 8 the Companies (Incorporation) Rules, 2014]

DELHI TECHNOLOGICAL UNIVERSITY

(Estd. By Govt. of NCT of Delhi vide Act 6 of 2009)

(Formerly Delhi College of Engineering)

No. F.DTU-IIF/Rectt./CEO/2016

Dated: 19.12.2016

EMPLOYMENT NOTICE

DTU INNOVATION AND INCUBATION FOUNDATION (A Section 8 Company, The Companies Act-2013), promoted by Delhi Technological University (Established by Govt. of Delhi vide Act 6 of 2009) to create a culture of entrepreneurship, start-ups and intellectual property creation that can lead to value creation, jobs and employment and do social and economic good.

DTU INNOVATION AND INCUBATION FOUNDATION (DTU-IIF), invites nominations and applications to fill up the post of Chief Executive Officer (CEO).

Recruitment Rules for the Post of Chief Executive Officer

1	Name of the Post	Chief Executive Officer
2	No of Posts	(1) One
3	Scale of Pay	Salary and Perks: Rs.18.00 Lacks- Rs. 30.00 Lacks per annum as per credentials of the candidate.
4	Mode of Selection	Direct Recruitment by inviting applications and nominations.
5	Age Limit	70 years
6	Educational and other qualifications required for Direct Recruitment	Profile and Eligibility of CEO:- Educational/Professional Qualification and Experience: <ul style="list-style-type: none">• Graduate degree with min 10 years of work experience or Masters degree with min of 7 years of work experience in commercial / consulting environment.• Prior experience to working in a start-up, collaborating with a start-up, funding a start-up will be an added advantage• Good communication skills, good team building skills, good listening skills are top pre-requisites.• Strong ability to build ecosystems, collaborate with stakeholders, connect people and events and ability to use technology to accelerate sharing of information is critical.• Good financial management ability, demonstrated ability to manage with financial responsibility is desired. <p>Note:- The CEO shall hold initially for a period of three years which can be extended for another two years from the date he/she enters upon his office.</p>
7	Period of Probation, if any	NIL
8	Nature of Duties	

		<p>The Job responsibilities of CEO:</p> <ol style="list-style-type: none"> i. To create effective Interface with the Industry to foster, promote and sustain commercialization of Science and Technology in the University (DTU) for mutual benefits, in a mission mode to create interface between the DTU-IIF and the industry by devising innovative ways to create partnerships and linkages with business and community to enable knowledge transfer for common good. ii. Ability to develop strong connect between DTU-IIF and academicians/researchers from DTU to enable successful outreach efforts of DTU-IIF, including extensive S&T collaborations at national and international level. iii. To develop internal business processes and structures of (DTU-IIF) for smooth functioning of this organisation. iv. Submit plans for CapEx and OpEx to competent authority for approval under this policy. v. Submit status, reports, project ideas, plans and all such information required by the competent authority for publishing the health of the incubator/start-up ecosystem report. vi. To perform any duty/responsibility as directed by Board of Directors of DTU-IIF.
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Nomination/ Application Process:

Candidates who fulfill the eligibility criteria may send their detailed CV along with email addresses and contact numbers by email to dtuiif@dtu.ac.in and by post/ by hand (Please write the post applied at the top of the envelop)

The complete CV with photograph along with forwarding letter, should be submitted in the University campus at:

The Reception Counter, Administrative Block on any working day OR sent by post, so as to reach the Registrar, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi- 110042 latest by 09.01.2017 at 05.00 p.m. (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). The DTU-IIF will not be responsible for any postal delay or loss.

General Instructions for all Candidates:

- i. The candidate must be a citizen of India.
- ii. Prescribed Educational Qualifications are minimum & mere possession of the same does not entitle candidates to be called for interview, where number of applications received are more, the University reserves the right to short-list the candidates to be called for interview and no claim for refund of fee shall be entertained in any case.
- iii. The DTU-IIF reserves the right to fill or not to fill this post advertised, no correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- iv. Applicants already in employment in Government Department/ Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- v. Incomplete/unsigned application/application without photograph and those received after closing date will be rejected.

- vi. Candidates must ensure that their application must reach the University well in time. The University will not be responsible for any postal delay or loss.
- vii. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- viii. In case of any query candidate may enquire at email id dtuiif@dtu.ac.in or dtu.iif@gmail.com or call at 011-27852207.
- ix. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
- x. Candidates may be informed through email/SMS for interview
- xi. The shortlisted candidates will be called for a personal interaction/interview which would be held at DTU campus
- xii. Selected candidates will be required to join on very short notice.

- xiii. The candidates are advised to fill up the online application form and also send the hard copy of the detailed CV along with forwarding letter to the Registrar, Delhi Technological University before the last date of receipt of applications i.e. 09.01.2017.

Registrar