

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)

No. F. DTU-IIF/Rectt./IM /2018

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 applications to fill up the post of Incubator Manager.

Recruitment Rules and other terms and conditions for the Post of 'Incubator Manager'

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| 1. | Name of the Post | Incubator Manager |
| 2. | No. of Posts | (1) One |
| 3. | Salary | Salary and Perks: Rs. 4,80,000.00 to Rs.7,20,000.00 per annum as per credentials of the candidate. |
| 4. | Mode of Selection | Direct Recruitment by inviting applications. |
| 5. | Age Limit | 62 Years |
| 6. | Educational and other Qualification required for Direct Recruitment | <ul style="list-style-type: none">• Masters in Social Science / Humanities / Management /Technology• Fluent in spoken and written English |
| 7. | Experience | 2-3 years' experience in Corporate Sector/Relevant Sector Note: The Incubator Manager shall hold initially for a period of two years which can be extended on yearly basis for another two years subject to satisfactory performance from the date he/she enters upon his office (upto 62 years whichever is earlier). |
| 8. | Period of probation, if any | N/A |
| 9. | Nature of Duties | <ul style="list-style-type: none">• Facilitate startups of DTU-IIF in the areas of , business plan development, market analysis, company registrations and fulfill regulatory compliances of 'Startup Companies and DTU-IIF with State and Central Govt.• Assist BoD of DTU-IIF and CEO in analyzing financial statements, forecasts and funding requirements of each potential startup.• Preparation of Budget for DTU-IIF• Manage and organise database of DTU-IIF and its startups, stakeholders and related departments of DTU-IIF.• Define and prepare draft proposals, agreements, MoUs with stakeholders of DTU-IIF..• Liasioning and reporting with all stake holders of DTU-IIF• Analyze the requirements of startups and connect with the mentor pool and funding agencies.• Monitoring and reviewing progress of startups. |

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| | <ul style="list-style-type: none"> • Plan graduation and exit programme of startup companies of DTU-IIF. • Well conversed and have excellent interpersonal and communication skills. • Administrative and Public Relation Capabilities. |
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Application Process:

- Candidates, who fulfill the eligibility criteria are required to send a hard copy of their detailed CV along with 3 photographs, stating their contact details (Communication & Permanent Address, email address and contact mobile/ landline numbers) *by post or by hand* (*Please write the post applied at the top of the envelop*) on any working day, so as to reach at ‘**DTU Innovation and Incubation Foundation (DTU-IIF) , 3rd Floor, DTU Central Library, Delhi Technological University, Shahbad Daultapur, Bawana Road, Delhi- 110042**’ latest by **25th July, 2018 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).
- Candidates are also required to these documents by email to dtuiif@dtu.ac.in and copy to dtu.iif@gmail.com

The DTU-IIF will not be responsible for any postal delay or loss.

General Instructions for all Candidates:

- The candidate must be a citizen of India.
- 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 DTU-IIF reserves the right to short-list the candidates to be called for interview.
- 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.
- Applicants already in employment in Government Department/ Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- Incomplete/unsigned application/application without photograph and those received after closing date will be rejected.
- Candidates must ensure that their application must reach the DTU-IIF well in time. The DTU-IIF will not be responsible for any postal delay or loss.
- No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- In case of any query candidate may enquire at email id dtuiif@dtu.ac.in and copy to dtu.iif@gmail.com or call at 011-27852207 and 011-27882207.
- Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
- Candidates may be informed through email/SMS for interview.
- The shortlisted candidates will be called for a personal interaction/interview which would be held at DTU Campus/DTU-IIF office.
- Selected candidates will be required to join on very short notice.

Chief Executive Officer