

Innovation and Incubation Centre
An Initiative of SGRR University to Promote Startup and Entrepreneurial
Ecosystem



Recruitment of Chief Executive Officer (CEO) for the
Innovation and Incubation Centre (IIC), SGRR University

Advertisement No. – SGRRU/IIC/2023/01

Innovation and Incubation Centre (IIC) is located at the Shri Guru Ram Rai University (SGRRU) Dehradun registered society under Society Registration act, 1860.

Applications are invited from eligible candidates for filling up vacancy of Chief Executive Officer (CEO). The position will be purely on contract basis for a tenure of maximum five (5) years. The initial appointment will be for one (1) year, with a provision of yearly renewal based on the satisfactory performance as per the terms and conditions of the Host Institute, *i.e.*, SGRRU Dehradun extendable up to a maximum of four (4) more years. The performance of the candidate will be reviewed on half yearly/annual basis.

How to apply

- The filled in application form along with the self-attested copies of certificates in support of educational qualifications, experience, CV etc. must reach **Registrar office SGRR University, Patel Nagar, Dehradun -248001.** via Indian Speed Post or Registered post only. The envelope containing the application should be superscribed as “**Application for the post of Chief Executive Officer (CEO)**”.
- **The last date of receiving the offline application along with the required documents is 05th Jan, 2024 on or before 05:00 PM (IST).**
- Applications received late/incomplete or not in prescribed format will not be considered.
- The University reserves the right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify from the selection process. Only short-listed candidates will be communicated, and no interim correspondence will be entertained.

CHIEF EXECUTIVE OFFICER (CEO)

Job Title	Chief Executive Officer (CEO) at IIC
Location of posting	Dehradun (U.K.)
No. of posts	One (1)
Nature of appointment	Maximum Tenure of appointment: Five (5) years The position will be purely on contract basis for a tenure of maximum five (5) years. The initial appointment will be for one (1) year, with a provision of yearly renewal based on the satisfactory performance as per the terms

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	and conditions of the Host Institute, <i>i.e.</i> , SGRR University Dehradun extendable up to a maximum of four (4) more years.
Salary	As per SGRR University norms.

Eligibility Criteria

a) Education and other Qualifications:

Essential:

- Bachelor's degree in Science/ Engineering/ Technology (i.e., BSc/BE/BTech/B Pharma) with minimum 60% aggregate marks or equivalent CGPA (as per the regulations of the University/ Institute) followed by full time Master's degree in Business Administration/ Post Graduate Diploma in Management (PGDM) 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).

OR

- Master's degree in Science/Engineering/Technology (i.e., MSc/ME/MTech/MS/M Pharma) with minimum 60% aggregate marks or equivalent CGPA (as per the regulations of the University/Institute) followed by Ph.D. in relevant area.

Desirable:

- At least 6 months Diploma/ Certificate course in Intellectual Property Laws.

b) Work Experience (*Essential*):

- Minimum three (3) 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' of relevant 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. Candidates with extensive experience in senior roles in entrepreneurial organizations would also be eligible.

c) Desirable skills and overall profile:

- Applicant should have Business Acumen and eye for details.

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- Must have a good understanding on Intellectual Property Rights (IPRs) and have a decent experience on Technology Transfer.
- Application should be able to effectively manage internal and external stakeholders.
- Should have a strong understanding of start-up 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 IICE self-sustainable.
- Should be well versed with social media marketing tools and techniques.
- 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.
- Command on English language along with proficiency in Hindi. Applicants are expected to be well versed in conceptualizing, compiling, and putting together papers, presentations, technological/commercial documents, proposals, etc.

d) Deliverables

- The role involves mentoring start-ups and requires high EQ and people management ability.
- The CEO in consultation with the Governing Body shall develop vision, strategy, and business model to achieve the objectives of the centre.
- The CEO will closely work with the Governing Body and report to them for implementation of strategy, review, and plan for continuous improvement.
- The CEO will be required to give direction primarily towards establishing the centre 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 strive to attract funding opportunities such as grants, seed funds etc. for the Incubation Centre from the private or government sources.
- The CEO will be responsible for applying for the various grants and funding proposals for the Incubation Centre and for the Incubatees.
- 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.
- Must be able to communicate effectively at all levels, ability to work in a start-up environment.
- Must maintain a network of Angels & evaluate senior start-ups for financial support. Self-driven, enthusiastic, willing to travel, flexibility, entrepreneurial and aggressive, Market Knowledge, Time management and planning skills.

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- 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 Incubation Centre as required, including attendance of important functions, industry events and public meetings.
- The CEO will not be allowed to carry on any kind of teaching or research work.
- The CEO will be responsible to work with pre-approved team members 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 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 for forming Incubation Centre as Section-8 company and to presenting the company's progress, as well as discussing future plans in meetings held periodically.
- Must have an understanding of scientific ideas, project management and preferably have experience of working in a corporate/business/research focused environment
- The CEO must be a visionary to make the centre self-sustainable.

Selection Process:

- Applications will be scrutinized and those not meeting the eligibility criteria will summarily be rejected without assigning any reason.
- Shortlisted candidates meeting the eligibility criteria shall then be invited for a personal interview. The final list of selected/ short listed candidates shall be prepared based on the recommendation of the selection committee and the decision of the committee shall be final.
- A formal employment offer shall only be awarded to the selected candidate solely based on the performance of the candidate in the interview.
- The decision of the Selection Committee shall be the final in all matters related to this selection and final recruitment.
- No TA/DA will be paid for attending the interview.
- All correspondence to the candidates will be held through their registered email id.

Note:

- The Screening Committee at its discretion may relax the minimum essential requirements in case of outstanding candidates for the above post. The Screening Committee at its own discretion may also fix higher benchmarks in respect of qualification and experience for screening candidates to be called for the interview. The Host Institute reserves the right to cancel the advertisement and / or the selection process there under without assigning any reasons.