

Advt. No. AIC – MFIE – IMBHU/2018/001

Dated: 16/10/2018

ADVERTISEMENT

AIC – Mahamana Foundation for Innovation and Entrepreneurship – IM-BHU (AIC - MFIE-IM-BHU) is a Non-Profit Company registered under Section 8 of the Companies Act 2013, by Institute of Management Studies, Banaras Hindu University supported by Atal Innovation Mission, NITI Aayog, in 2018 to establish an effective platform to incubate and nurture the Startups in Social Entrepreneurship- *Agriculture and Allied Fields, Education, Electricity, New and Renewable, Energy and Environmental Sustainability, Health and Pharmaceuticals and other allied areas.* The company is focused on creating a best-in-class infrastructure to support the Startups in the above areas.

The AIC - MFIE-IM-BHU invites application for the following positions:

- **Chief Executive Officer** **01 No.**
- **Manager** **01 No.**
- **Executive** **01 No.**

Nature and Tenure of appointment: Above positions are of full time engagement and co-terminus with the project. Appointment shall be initially for a period of two years. This may be extendable for three more years on yearly basis by mutual consent subject to satisfactory performance. The AIC - MFIE-IM-BHU reserves the right to terminate the appointment with one month notice period at any point of time without furnishing any reasons thereof.

Chief Executive Officer (CEO)

Job Description:

The CEO of the AIC - MFIE-IM-BHU is a top managerial Position. CEO will be responsible for smooth functioning of the Center and inculcating entrepreneurial culture among the incubatees.

CEO would be working in close coordination with the Directors, various functional committees and Mentors. The CEO is intended to liason and collaborate for a strong Industry Academia partnership, ensure compliance of NITI Aayog guidelines, Company guidelines, facilitate and extend the services of AIC- Mahamana Foundation for Innovation and Entrepreneurship – IM-BHU to the incubatees. The person would be responsible for bringing about the desired financial and social objectives of the incubator by establishing a symbiotic relationship with the various resources available and the stakeholders. The job requires extensive traveling and networking.

Qualification and Experience:

- **MBA or equivalent qualification** from any reputed institute/university
- Minimum 15 years of work experience, with at least 4 years of experience in the startup / Innovation /Social Entrepreneurship domain, either as a startup founder / co-founder / core team member /key employee of a start-up and / or as an enabler of startup/Innovation ecosystem/ Coordinator of Government Schemes/ Programmes in the said theme(s).

Roles and Responsibilities :

- To provide effective leadership and direction to achieve the objectives and targets set by the AIC – MFIE – IM-BHU
- To develop and implement the strategic plans for the AIC.
- To work with the Board in regularly reviewing the AIC's strategic plan and its implementation.
- To facilitate the growth in start-ups and social sector entrepreneurship.
- To build teams with the culture of entrepreneurship, openness and integrity.

Skill set:

- The CEO should be passionate and innovative person with proven leadership and mentoring qualities, the aggressiveness to pursue, timely delivery and the confidence to convince.
- previous experience of working in close collaboration with government departments / agencies / allied organizations/Private sector
- Should have exposure to business plans, proposals, fund raising activities apart from developing effective marketing strategies to generate revenues from the products and / or services of the startups within the incubator.
- Should have excellent communication skills, excellent interpersonal and organizational skills, knowledge of business management principles, Business incubation programmes, budget formulation and financial management.

Compensation:

- Compensation is negotiable and would be commensurate with the qualifications and experience for the right candidate subject to a Maximum consolidated amount of ₹1,20,000/- per month.
- TDS and any other deductions as applicable.

Manager

Job Description:

- Support the CEO in managing the operations and all other activities of the AIC.
- Develop and maintain close relationships with key stakeholders and mentors.
- The candidate should have entrepreneurial spirit, focus on tangible results, collaborative orientation and positive attitude.

Qualification and Experience:

Essential : Graduate / Post Graduate qualification having work experience of at least 5 years with and 1-2 years of incubator management.

Desired: Preference will be given to candidates having MBA or equivalent qualification and exposure in thrust areas of the AIC - MFIE-IM-BHU.

Roles and responsibilities:

- To manage and oversee the Incubation AIC - MFIE-IM-BHU
- To mobilize support from all stake holders
- To invite & evaluate startup ideas in the relevant fields.
- To interact and maintain relationships with startups, innovators researchers and mentors
- To administer and coordinate general projects
- To develop network with the local, National or global institutions.

Skill Set:

- Ability to thrive in an entrepreneurial environment
- Self-starter, capable of taking initiatives and making decisions in a collaborative manner
- Excellent analytical and problem solving skills
- Strong interpersonal, oral and written communication skills.

Compensation :

- Compensation is negotiable and would be commensurate with the qualifications and experience for the right candidate subject to a Maximum consolidated amount of ₹60,000/- per month.
- TDS and any other deductions as applicable.

Executive

Job Description:

Responsibilities include supporting in planning various trainings / workshops / seminars for the Incubator and managing website, social media platforms and promotional materials. Handling the normal office responsibilities, entrusted responsibilities and other activities of AIC – MFIE - IM-BHU.

Qualification and Experience:

Graduate / Post graduate with minimum 2 years of experience. Retired persons may also apply.

Skill Set:

- Office administration and Accounting skills,
- Skills for preparation and maintenance of all administrative records.
- Good Verbal and written Communication Skills.

Compensation :

- Compensation is negotiable and would be commensurate with the qualifications and experience for the right candidate subject to a Maximum consolidated amount of ₹40,000/- per month.
- TDS and any other deductions as applicable.

Selection Process :

The interview of shortlisted candidates will be held at **Banaras Hindu University**. The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated on mobile/email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.

Application Process:

Interested candidates are required to send an **application along with detailed Curriculum vitae and self-attested copies of testimonials regarding qualifications and work experience** through registered/speed post in an envelope duly super scribed "**Application for the post of _____ at AIC - MFIE – IM-BHU**" to the following address so as to reach the office on or before **31st October, 2018** (along with an intimation mail to: **aic-imbhu@fmsbhu.ac.in, dean@fmsbhu.ac.in**)

**The Professor-in-Charge,
AIC – Mahamana Foundation for Innovation and Entrepreneurship – IM-BHU,
Regd. Office, Institute of Management Studies,
Banaras Hindu University, Varanasi – 221005**

Applications received thereafter shall not be entertained.

Place : BHU Varanasi
Dated: 16/10/2018

DIRECTOR
AIC – MFIE – IM-BHU