



AIC – Mahamana Foundation for Innovation and Entrepreneurship -IM-BHU
(AIC-MFIE-IM-BHU)

Regd. Office: Institute of Management Studies, Banaras Hindu University, Varanasi – 221005
Centre Address: 5th Floor, Central Discovery Centre, Banaras Hindu University, Varanasi - 221005
CIN: U85310UP2018NPL107904



Ref. No.: MFIE/AIC/2020-2021/0012

Date: Sep 19th 2020

ADVERTISEMENT

For the Position of EXECUTIVE(01)

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 Start-ups 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 Start-ups in the above areas.

Nature and Tenure of appointment:

Above position is of full time engagement and co-terminus with the project. Appointment shall be initially for a period of one year. This may be extendable for one more year 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.

Job Description:

Responsibilities include but not limited to supporting in planning various trainings / workshops / seminars for the Incubator and managing books of accounts, Finance and Accounts, Purchase, investment for the companies, Company Secretariat, Payment authorization, social media platforms and promotional materials, Handling the normal office responsibilities, entrusted responsibilities and other activities of AIC – MFIE - IM-BHU or as directed by CEO and Manager from time to time.

Qualification and Experience:

Graduate / Post graduate with minimum 2 years of experience in start-up, incubation, entrepreneurial activities

Skill Set (Selection Criteria):

- Knowledge of Start-up, Entrepreneurship, Incubation and Innovation
- Office administration and Accounting skills,
- Skills for preparation and maintenance of all administrative records,
- Good Verbal and written Communication Skills and able to create E-Newsletter for the organisation,
- Self-starter, capable of taking initiatives and making decisions in a collaborative manner,
- Excellent analytical and problem solving skills,
- Enthusiasm for learning new skills and working systems and open to support incubated companies
- Ability to work both independently and as part of a team in a collaborative manner, this job requires flexibility, kindly also mentioned availability for work.
- The Reason To Live: Internal Motivation & The Ability To Lead The Tribe + Charisma

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.

Supported by: Atal Innovation Mission, NITI Aayog

Website: <http://www.aic-imbhu.ac.in/> e-mail: [aic-imbhu@fmsbhu.ac.in/](mailto:aic-imbhu@fmsbhu.ac.in) Facebook: <http://www.facebook.com/aicbhu>

Twitter: <http://twitter.com/aicbhu> / Book an Appointment: <http://aicbhu.setmore.com>



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Application Process:

Interested candidates are required to send an application along with detailed Curriculum vitae, answers to the selection criteria 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 Executive at AIC - MFIE – IM-BHU" to the following address so as to reach the office on or before 9th October 2020 (Applicants are also required to submit above mentioned documents through electronic mail with subject line "Application for the post of Executive at AIC - MFIE – IM-BHU" on mail ids aic-imbhu@fmsbhu.ac.in and director@fmsbhu.ac.in).

Note: Applicants are required to send above mentioned documents on physical and electronic address both.

Google Doc for Selection Criteria for the post of Executive: <https://forms.gle/4wK14XnCx37XjwLu8>

To,
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: 19/09/2020

S.K. Dubey
DIRECTOR 19/09/2020
Institute of management Studies
Banaras Hindu University
Varanasi - 221005
संयोजक
Coodinator
प्रबंधन विद्यालय संस्थापक
Institute of Management Studies
बनारस हिन्दू विश्वविद्यालय
Banaras Hindu University
वाराणसी - 221005
Varanasi 221005

Forwarded
Ranjit 19/9/20
Prof. in-charge
AIC-Mahamana Foundation for Innovation
and Entrepreneurship - IM-BHU
Institute of Management Studies
Banaras Hindu University
Varanasi

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