



**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**INNOVATION & STARTUP CENTRE**  
**A SEC 8 & NOT FOR PROFIT COMPANY**  
Visat three roads, Chandkheda, Ahmedabad  
Website: [www.gtuinnovationcouncil.in](http://www.gtuinnovationcouncil.in)



GISC Incubator of Gujarat Technological University, is inviting applications for its Technological Business Incubator, established at Gujarat Technological University, Chandkheda, Ahmedabad, for the following posts.

1. Chief Executive Officer (CEO) – 1 Post

Gujarat Innovation and Startup Center (GISC) promoted by Gujarat Technological University supported by GISC-TBI aims to foster the culture of Innovation and entrepreneurship by supporting technology-based start-ups; developing an ecosystem which is conducive for innovation, where start-ups and new ventures thrive.

Job Title	Chief Executive Officer (CEO)
Location of posting	GTU Innovation & startup center , Chandkheda, Ahmedabad , Gujarat
Number of posts	1 (One)
Nature of post	The vacancy is to be filled up purely on fixed term basis initially for one year, however, it is extendable further subject to satisfactory performance and requirement at the Incubation Centre, for 2 (two) years at a time.
Age limit	Not more than 45 years as on the last date of submission of application
Remuneration	Salary will be as per experience and performance. It not be a constraint for right candidate.

❖ **Job Descriptions and Responsibilities of Chief Executive Officer:**

CEO is the administrative head of staff of Incubation Centre. CEO along with the team works under the guidance of Governing Board of the Incubation Centre to execute the vision and goals of operating a world-class incubator. His / her responsibilities are as follows:

1. The Head shall be appointed under the aegis of GISC a not-for-profit, subsidiary company of Gujarat Technological University Innovation & Startup Centre (GISC), incorporated specifically for the Atal Incubation Centre. The Head shall collaborate with and report to the Board of Directors GISC.
2. Shall report to the Convener, Task Force of Incubation Centre and collaborate with Task Force for seamless implementation of incubation related decisions and strategies.
3. To lead all operations of the incubator, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices.
4. Should be able to steer the early stage start-ups to growth stage enterprises in due course of time and make the incubator sustainable in a period of 5 years.
5. Forge partnership with academia, industry, other existing incubators, and angel/seed funding institutions in India and abroad for the start-ups to leverage.
6. Conduct events and inspirational programs to attract prospective incubate and general public.
7. Provide necessary support, encouragement and guidance to prospective eligible. Applicants to apply for incubation with business proposals and arrange screening of the applicants.

8. Assist the incubatee in creating a sustainable, scalable, and profitable business model by imparting training and mentorship.
9. Maintain the repository of technologies, laboratory/ workshop access and contact details of technology developers / mentors.
10. Manage the TBI with stringent financial practices as per the policies and guidelines of DST.
11. Create website and portal, expand and maintain physical infrastructure and arrange value added support services such as conducting market survey, preparation of Bankable project report etc.
12. Enable access to prototyping facilities, test beds, markets, and pilot implementation for the product/services.
13. Build a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.

### **Qualification, Experience & Eligibility Criteria:**

#### **❖ Educational Qualification:**

Masters in Engineering/ Technology and/or MBA & relevant with minimum 60% aggregate marks or equivalent CGPA (as per the regulations of the university/ institute) Candidate having incubation related training or other events will give preference.

#### **Experience:**

1. Minimum 8 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 4 years' 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.

2. Should have a strong understanding of startup companies, technology and incubation, early-stage investments, raising funds
3. Must be a visionary with in-depth knowledge of present Indian and global start-up ecosystems, and should strive towards making the GTU-GISC sustainable.
4. Should be well versed with Social Media marketing tools and techniques.
5. Good updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc. and OS like Windows/ Linux) and other additional required software skills used in office.
6. A strong command over English language along with proficiency in Hindi. Applicants are expected to be well versed in conceptualizing, compiling, and putting together papers, presentations, techno- legal/ commercial documents, proposals, etc.

❖ **General information and Instruction:**

1. Please read the instructions given below carefully before applying.
2. Visit the GISC website <https://gtuinnovationcouncil.ac.in/>
3. The post is purely temporary and will be offered initially for a period of five years and likely to be renewed on satisfactory performance.
4. Candidates are advised to give specific, relevant, correct and full information. The completed filled form should be submitted along with self-attested copies of necessary certificates including in support of the evidence of Educational Qualifications, Caste, Experience, all supporting documents related to applications, only through email (No any other mode will be entertained) [gisc@gtu.edu.in](mailto:gisc@gtu.edu.in) It should reach on or before last date (i.e.05/08/2022) as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.
5. All original certificates/documents in support of information furnished in the

resume/bio-data must be produced at the time of interview failing which you may be disqualified for appearing interview.

6. The application may be supported by TWO recommendation letters of leading persons in the relevant area of expertise.

❖ **Selection process and terms:**

1. A shortlisted of applicants will be selected by Committee from all the applications received. Shortlisted applicants shall then be invited for a personal interview by a high-level empowered selection committee.
2. A merit list of candidates shall be created based on personal interviews, and in order of precedence of the merit list, an applicant shall be selected for the position of the Head.
3. A formal employment offer shall only be offered to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate. The selected applicant shall also be given considerable time for transitions between jobs, if so necessary, as per mutually agreed terms.
4. The decision of the management of GISC and its parent body shall be final in all matters related to this selection and eventual recruitment.
5. Performance of the candidate will be reviewed annually and if found satisfactory can be extended further. A candidate can be selected for max 5 years if his/her performance is found satisfactory. Or till the project continues.

❖ **How to Apply?**

Interested applicants send email with necessary documents on or before -05<sup>th</sup> August, 2022.

**Notes:**

1. Please Note that this is NOT an appointment in Government Organization.
2. This appointment is purely on CONTRACT basis.