



Deen Dayal Upadhyaya Gorakhpur University Gorakhpur- 273009

Advertisement for recruitment of Chief Executive Officer (CEO) for Poorvanchal Incubation Center (PIC), DDUGU, Gorakhpur

Advertisement No.: PIC- 1025/RAC/2023 Dated : 10/02/2023

An Incubation Centre is being established at Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur under the auspices of Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur. Applications are invited from Indian nationals for the following position of this Incubation Centre:

Job Title	Chief Executive Officer (CEO)
Location of posting	Gorakhpur, Uttar Pradesh
Number of posts	1 (One)
Nature of post	The vacancy is to be filled up purely on contractual 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	Rs <u>1.00 lakh</u> per month plus other incentives as offered/ agreed by PIC/University

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:

- (i) Shall report to the Governing Body/Director of Poorvanchal Incubation Centre (PIC) and collaborate with stakeholders for seamless implementation of incubation related decisions and strategies.
- (ii) To lead all operations of the incubator, give it strategic direction, build and scale incubation programs, out-reach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices.
- (iii) 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.

- (iv) Forge partnership with academia, industry, other existing incubators, and angel/seed funding institutions in India and abroad for the start-ups to leverage.
- (v) Conduct events and inspirational programs to attract prospective incubate and general public.
- (vi) Provide necessary support, encouragement and guidance to prospective eligible applicants to apply for incubation with business proposals and arrange screening of the applicants.
- (vii) Assist the incubate in creating a sustainable, scalable, and profitable business model by imparting training and mentorship.
- (viii) Maintain the repository of technologies, laboratory/ workshop access and contact details of technology developers / mentors.
- (ix) 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.
- (x) Enable access to prototyping facilities, test beds, markets, and pilot implementation for the product/services.
- (xi) 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 Science or Bachelors in Engineering/ Technology with minimum 60% aggregate marks or equivalent CGPA (as per the regulations of the university/ institute) followed by full time Masters in Business Administration or Post Graduate Diploma in Management 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)

Experience:

- Minimum 5 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.
- Should have a strong understanding of startup 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 PIC, DDUGU, Gorakhpur self-sustainable.
- Should be well versed with Social Media marketing tools and techniques.

The eligible candidate should have:

- 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.
- A strong command on 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.

Selection Process & Terms:

- ☐ Applications will be scrutinized and those not meeting the eligibility criteria will summarily be rejected. From the eligible applicants, shortlisting will be carried out based on academic performance and experience of the candidates. Depending upon the number of applications, a screening examination may be conducted to further shortlist the candidates for interview.
- ☐ Shortlisted candidates shall then be invited for a personal interview by an empowered Selection Committee appointed by Board of Directors of Poorvanchal Incubation Centre. A merit list of candidates shall be prepared based solely on performance in personal interview. The candidate coming first in the merit shall be provisionally selected for the position of the CEO and a separate waiting list shall be prepared by selecting the candidates in order of merit from the merit list.
- ☐ A formal employment offer shall only be awarded to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate. The selected candidate shall also be given sufficient time (1 months) for transitions between jobs, if necessary, as per mutually agreed terms.
- ☐ The decision of the Selection Committee shall be the final in all matters related to this selection and final recruitment.

Notes:

1. Please Note that this is NOT an appointment in Government Organization.
2. It is self-financed Centre and appointment is purely on CONTRACT basis
3. **Please find Application form and other details on website: <https://ddugu.ac.in>. Interested candidates can send their filled application through speed post/ registered post at RAC Office, Admin Building, DDU Gorakhpur University, Gorakhpur-273009 till 15/03/2023.**

**Poorvanchal Incubation Centre
Deen Dayal Upadhyaya Gorakhpur University
Gorakhpur**

Format of Application Form for the post of CEO

Full Name: _____
Last First Middle

Address: _____
Street Address Apartment/Unit #

City State PIN Code

Date of Birth: _____

Phone: _____ **Email** _____

Aadhar No _____ **LinkedIn or any professional profile URL** _____

Educational Qualifications (Starting with Graduation Degree)

Sr. No.	Degree/Diploma	University/ Institute	Subject	Year of passing	Percentage /CGPA

Details of Previous Employment

Sr. No.	Company name and Address	Job Title/ Position	Responsibilities/ Nature of work	Last Salary Drawn (Annual)	Experience (Enclose experience certificate)	Reason(s) for Leaving

References

Sr. No.	Referee Name	Contact number	Email	Relation with you	Knows you since how many years?

Check List (Tick in appropriate box)

Age: Are you less than 45 years as on the last date of submission of application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Educational Qualification: Have you done either Masters in Science or Bachelors in Engineering/ Technology with minimum 60% aggregate marks or equivalent CGPA (as per the regulations of the university/ institute)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Qualification: Have you done full time Masters in Business Administration or Post Graduate Diploma in Management 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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience: <ul style="list-style-type: none"> ➤ Do you have Minimum 5 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? ➤ Do you have a strong understanding of start-up companies, technology and incubation, early- stage investments, raising funds? ➤ Do you have a vision with in-depth knowledge of present Indian and global start-up ecosystems, and should strive towards making the AIC-Anushaktinagar self-sustainable? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Knowledge of working with computers and techno-legal/commercial documentation: <ul style="list-style-type: none"> ➤ Do you have 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? ➤ Are you well versed in conceptualizing, compiling, and putting together papers, presentations, techno-legal/commercial documents, proposals, etc.? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

Languages known: (Pl tick whichever is applicable)

Language	Write	Read	Speak
English			
Hindi			
Marathi			
Other (_____)			

Disclaimer

I certify that my answers are true and complete to the best of my knowledge and belief. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate termination.

Signature (with Date) _____

The following documents should be enclosed along with this application form.

1. Recent passport size colour photograph of the candidate (2 copies).
2. Latest CV
3. Certificates (documentary proof of above statement(s))
4. Reference letters from well know professional referees
5. Vision Statement in candidate's own words (in about 500 words) on *“How an Incubation Centre at DDU Gorakhpur University, Gorakhpur can contribute to the Indian Incubation and Start-up Eco-system”*