

KCIIL

KBCNMU-Centre for Innovation, Incubation and Linkages

(KCIIL- A section 8 Company)

An incubation Centre of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Website- <http://www.nmu.ac.in/kciil/index.html>, Email- kciil@nmu.ac.in

Tel: 0257 2257424 Ext. 212

ADVT NO. "KCIIL/01/2021"

Applications in the prescribed format are invited from the eligible candidates for the following Posts to be filled in the KBCNMU-Centre for Innovation Incubation and Linkages (KCIIL) which is supported by Maharashtra State Innovation Society (MSInS). These appointments will be purely on the temporary basis for the period of 11 (eleven) months. The candidates appointed will not be entitled to claim the regular appointment. However, reappointment of the candidates would be possible based on the performance.

Sr. No.	Name of the post	No. of Post/s	Salary
1	Chief Executive Officer	1	₹ 1.00 Lakh/Month*
2	Incubation Manager	1	₹ 0.75 Lakh/Month*
3	Accountant-cum-Administrator	1	₹ 0.25 Lakh/Month*

*Negotiable as final offer may differ based on experience and performance of the candidate.

Application should include the detailed CV of the candidate as per the format provided (See Appendix-1)

Note that KCIIL reserves right to fill up or to modify or alter or cancel the advertisement at any stage.

The candidate needs to download the application format and send its scanned copy and detailed CV to the email kciil@nmu.ac.in and submit its 02 hard copies with relevant certificates (academic/work experience) by post/ courier to the postal address, "**The Director, KBCNMU-Centre for Innovation, Incubation and Linkages (KCIIL) School of Life Sciences New Building, Kavayitri Bahinabai Chaudhari North Maharashtra University, Umavinagar, Jalgaon 425 001 (M.S.)**".

Mention the advertisement number as "KCIIL/01/2021 and the post for which applied" on the envelope.

The last date for submission of duly completed application in the prescribed format is to be sent on or before 03.02.2021 to the kciil@nmu.ac.in along with detail CV and relevant certificates (academic/work experience). The last date for receipt of hard copy is 08.02.2021.

Date: 19.01.2021

Director, KCIIL

1. Chief Executive Officer

➤ Job Profile

- The CEO is to be appointed under the aegis of KCIL and will be the operational and de-facto executive head of KCIL, a not-for profit, Section 8 company of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.
- The CEO is required to lead all operations to make the KCIL, a successful in nurturing startups, give strategic direction to the company, build and scale-up incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices in order to convert KCIL to incubate a good number of incubatees that can provide solutions to relevant local/national/international technological and business problems.
- CEO should be able to graduate start-ups to Growth stage enterprises in due course of time eventually making the incubator sustainable.

➤ Essential qualification, experience and age:

- The candidate should have minimum bachelor's degree from Science / Technology / Commerce / Management discipline from accredited and nationally reputed institute/university.
- About 10 years of industry/ corporate experience out of which about 5 years in the start-up ecosystem (Innovation / Entrepreneurship domain, either as a start-up founder / co-founder / core team member / key employee of a start-up and / or lead position promoting in a start-up).
- Preferable age of the candidate is > 40 years.
- Qualification and age mentioned here can be relaxed based on the experience of the candidate.

➤ Desirable Experience

- Candidate with outstanding experience in start-ups / Incubators to scale up /market development / raising the funds from credible sources / angel investors or even expanding his own start-up.
- The candidate with prior experience in any streams related to Science and Technology or Agriculture sector especially Polymer Technology / Bio-Technology / Instrumentation and Automation / Nanotechnology / Information Technology / Sustainable Technologies etc. is preferable.

2. Incubation Manager

➤ Job Profile:

- Development and execution of the strategies for outreach, hunting, attracting and boarding aspirant entrepreneur for start-ups.
- Designing & managing Incubation programs of KCIL with high-quality advisory support to the aspiring startups.
- Strategic business planning and implementation of startup policies of KCIL along with operational guidance to the aspirants and overall setup of innovation ecosystem.

➤ Essential qualification, experience and age:

- The candidate should have bachelor's degree from Engineering / Science and Technology /equivalent / Master's degree in management /equivalent from accredited and nationally reputed institute/university.
- Candidate needs to have strong communication skills and shall have good knowledge of startup ecosystem.
- Working experience of an incubator or own start-up for at least a few years.
- Preferable age of the candidate is around 30 years.
- Qualification and age mentioned here can be relaxed based on the experience of the candidate.

➤ Desirables Experience:

- Demonstrated the ability to cultivate, build, and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & central government agencies, and angel investors.

3. Accounts & Administration Officer

➤ **Job Profile:**

- Preparation and implementation of quarterly/annual working plans; financial transactions, budgetary workloads, salaries, banking, accounting, preparation of various administrative & financial statements, vouchers, cash transactions, writing receipts and settling the advances, to update financial regulatory matters related to government offices etc.
- Official record maintenance for various projects both on paper and digital; maintain the files of all the personnel, consultants and stakeholders; manage the staff attendance, time records, salaries and other welfares etc.

➤ **Essential qualification, experience and age:**

- A graduate or post-graduate in commerce and financial management with minimum 5 years of experience in accounting and administration in industrial office management /financial matters of private or Government sector organization
- Preferable age of the candidate is minimum 35 years.
- Qualification and age mentioned here can be relaxed based on the experience of the candidate.

➤ **Desirable Experience:**

- Knowledge of administrative and accounting laws, regulations and procedures timely laid down by the Government.
- Proven track record in accounting, office & project management such as in meeting deadlines, timely submission of acceptable deliverables, knowledge of taxation etc.
- Good communication skills and computer proficiency viz. Tally, MS Word, Excel, Accounting software and Power Point etc.

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8. Experience:

Organization/Startup/ Company	Position Held	Nature of Appointment	Period of Appointment		
			From	To	Total

9. Name, Addresses and contact numbers of not more than two persons to whom reference may be made.

10. List of documents enclosed:

DECLARATION

I, hereby, declare that all information submitted in this application and in its accompaniments is true, complete and correct to the best of my knowledge and belief. I accept that in the event of any information being found false, incomplete, or incorrect, my candidature/appointment is liable to be cancelled/ terminated at any stage. I further understand that no cognizance shall be taken of any request for withdrawal of my application. I have read carefully all instructions given in advertisement or the website of the University.

Place:

Date:

Name and signature