



INCUBEIN FOUNDATION

RTMNU Business Incubation Center
University Campus, Nagpur-440033

Supported by



Maharashtra
State Innovation
Society

Incubein Foundation, Nagpur is RTM Nagpur University Business Incubation Center

(Section 8 company, CIN: U80210MH2019NPL331006)

Empowered by Department of Skill Development and Entrepreneurship, Gov. of Maharashtra under Maharashtra State Innovation Society Scheme
University Campus, Amravati Road, Nagpur-440033

website: www.nagpuruniversity.ac.in E-mail: incubeinfoundation@gmail.com

Advertisement for the post of CEO, Incubation Manager, and Support Staff

NOTICE No.IF/2024

21 February 2024

Online applications in the prescribed form are invited from eligible Indian national for the following posts for INCUBEIN FOUNDATION, RTMNU Business Incubation Centre (Section 8 Company) so as to reach the undersigned on or before the following date(s).

- i) Last date for online submission of forms: 20 March, 2024 upto 5.00 p.m.
ii) Last date for receipt of application forms (Hard Copy) with relevant documents in the INCUBEIN OFFICE: 20th March, 2024 upto 5.00 p.m.

S.N	Name of the Post	Particulars of the vacant post
*Note:- *The appointment in the Incubein Foundation will be purely on contract basis. These appointments are not under RTM Nagpur University. Therefore, university will not have any liability towards him/her.		
1.	Chief Executive Officer (CEO) Compensation: The salary will be around consolidated Rs.75000/- (inclusive all allowances) per month negotiable. Possible compensation and final offer may differ based on relevant experience and performance of the candidate.	1.1) Essential Qualification & Experience: - An Engineering /Science and Technology/ Other post graduate from any accredited and nationally reputed institute/university having Minimum 2 to 4 years of overall work experience, with at least 1 to 2 years of 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 / or as an enabler of start-up/Innovation ecosystem or in a lead position in reputed Innovation & start-up promoting organization. A) Desirable Skills for above Post a) For Engineering- An Engineering Post graduate with prior experience in any streams related to Manufacturing/IoT/Agriculture /Bio-Technology /Sensor Technology /Instrumentation Automation/ Nanotechnology/ Information Technology sector will be useful. b) For MBA - A MBA from AICTE accredited MBA program from national and international accredited institutes or higher degree with relevant experience may be given added advantage. c) For Other Post Graduate- A Candidate who have helped start-ups/Incubators to scale up through funding/market development and allied means will be preferred. If the candidate is from Start-up background, he/she should have raised funding from credible sources or expanded his start-ups to certain level. Experience of building a start-up though it might have failed at decent stage is valued positively as this experience would be quite handy for nurturing start-ups. d) Applicants must be able to clearly demonstrate entrepreneurial skills and experience as an enabler for start-ups/ Innovation ecosystem or as an entrepreneur or start-up founder is preferred. e) Applicant should have ability to develop network with the local or regional institutions such as Manufacturing/Electronics/ Automobiles/ Pharmaceuticals/Biotechnology etc companies and allied organization.

		f) Applicant with previous experience collaborating with government departments / agencies / allied organizations/ Private sector, along with demonstration of fundraising for non-profit organizations shall be preferred for shortlisting. g) Applicant must mandatorily have a clear understanding of local, national and global start-up ecosystems and the ability to find ways to collaborate with ecosystem stakeholders for advancing the objectives of the Incubation Centre. h) Applicant must be able to clearly demonstrate understanding of current innovations and in above specified areas, and further possess a passion for solving social issues and challenges. i) Applicant must be able to clearly demonstrate leadership and management skills, and previous experience leading teams and programs is a must. j) Applicant must possess a strong command on English language, preferably with suitable proficiency in Hindi and Marathi. 1.2) Job Description: - a) The CEO shall be appointed under the aegis of Incubein Foundation, a not-for profit, Section 8 company. b) The CEO will work closely with Director-Innovation, Incubation and Entrepreneurship Board and report to Managing Director of Incubein Foundation. c) The CEO will be on probation for first 6 month employed by INCUBEIN Foundation. If the performance is satisfactory then he/she will be continued till competition of 3 years. Otherwise Unsatisfactory performance he/she will be discontinued. University will not have any liability thereafter. d) The CEO shall play a crucial role towards growth of the INCUBIEN (Incubation Centre). e) The CEO will be required 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 in order to convert the incubation centre into a world-class hub for solving relevant social issues. f) The CEO Create significant value for start-ups, investors and incubator and make it one of the top incubators in this domain globally. g) The CEO should be able to steer the early stage Start-ups to Growth stage enterprises in due course of time and make the incubator sustainable. h) The CEO Should have Maximum Age Limit up to 60 yrs.
2.	Incubation Manager Compensation: - The salary will be around consolidated Rs. 30,000/- (inclusive all allowances) per month negotiable. Possible compensation and final offer may differ based on relevant experience and performance of the candidate.	2.1) Essential Qualification & Experience: - a) Graduate or post graduate (preferably MBA or equivalent) with 2 years of relevant managerial work experience; Out of which, minimum 1-year experience is required working with entrepreneurs, start-ups, learning/tinkering labs, incubator or incubation consultancy b) Demonstrated 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, and angel investors. 2.2) Job Role: - a) The incubation Manager shall be appointed under the aegis of Incubein Foundation, a not-for profit, Section 8 subsidiary company of Rashtrasant Tukadoji Maharaj Nagpur University. The Incubation manger will work closely with CEO and Director of Incubein Foundation, and report to the company board. b) The Incubation Manager Employed by INCUBEIN Foundation not-for-profit-company for maximum period upto 24 months from the date of appointment on contract basis. University will not have any liability towards them thereafter.

		He/she is required for the development and execution of the strategy for outreach, hunting, attracting and on boarding deserving and qualified innovative entrepreneurs and start-ups c) He/she should be well-versed in designing & managing Incubation and Acceleration programs in the Centre with providing high-quality coaching and advisory support to aspirants. d) He/she is required for the overall strategic planning and implementation along with strategic and operational guidance to the aspirants and overall qualitative setup of innovation ecosystem e) Age preferably up to 40 years
3.	Technical/Supporting Staff (Front Desk) Compensation: - The salary will be around consolidated Rs.15000/- (inclusive all allowances) per month negotiable. Possible compensation and final offer may differ based on relevant experience and performance of the candidate.	3.1 Essential Qualification & Experience: - a) Any graduate or post graduate with minimum 1 years of experience working in an educational organization/industry. b) Required with excellent verbal, written and digital communication skills in English c) Well-versed in Typing, MS-Office and handling the communications 3.2 Desirables: - a) He/she will responsible for the front desk support to the Centre; keeping front desk tidy and presentable, greet and welcome guests, answering questions and addressing complaints, receive/send letters, packages etc; monitoring and drafting official correspondence. b) He/she has to communicate proactively wide telephone, internet and other communication mediums with the incubates and aspirants; c) He/she has to undertake all the official matters as and when assigned by the respective Authorities. The Technical/supporting staff Employed by INCUBEIN Foundation not-for-profit-company for maximum period upto 11 months from the date of appointment on contract basis and likely to be continued for two years. University will not have any liability towards them. d) Age preferably up to 35 years
For any clarification or queries mail to : incubeinfoundation@gmail.com *All Rights are reserved with the BOD of INCUBEIN Foundation, RTMNU Incubation Center, RTM Nagpur University, Nagpur-440033		

INSTRUCTIONS, TERMS AND CONDITIONS

- 1) Application form should be accompanied with self-attested copies of the following documents:-
 - I. Degree/Diploma certificates, statements of Marks and other certificates of the educational qualifications.
 - II. Certificates of experience.
 - III. For the post of Chief Executive Officer, qualification prescribed as per details, the candidate shall submit all the document accordingly
 - IV. Online Payment/ Demand Draft of Rs. 1000/- of Nationalized Bank drawn in favour of the "INCUBEIN FOUNDATION" Payable at NAGPUR
- 2) Applications received after the last date of receipt of application, incomplete application or without relevant supporting enclosures (self-attested copies of Degree certificates/mark sheets/experience certificate etc.) and application without **DD/Online Payment** will not be considered. No intimation in this regard will be given to the candidates.
- 3) Age limit for all the posts shall be as mentioned for the post concerned.
- 4) Applicants will be required to enclose attested readable copies of their educational qualifications, experience, etc.
- 5) Qualifications, relevant experience and age shall be considered as on last date of submission of application.
- 6) No TA/DA will be paid either for attending the interview or for joining the post.
- 7) A candidate furnishing incorrect or false information shall stand disqualified at any stage.

- 8) The INCUBEIN reserves its right to fill up or not to fill up the post or to modify/alter/cancel the advertisement.
- 9) Candidates shall have to produce original documents at the time of appearing for Interview.
- 10) Canvassing directly or indirectly will be treated as disqualification.
- 11) No queries or correspondence regarding issue of call letters for interview/ selection of candidates will be entertained at any stage.
- 12) Mere possession of minimum qualifications does not confer any right to be called for an interview and/or selection.
- 13) Applicants are advised to see the website for future communication in this regard from time to time.
- 14) The INCUBIEN will not be responsible for postal delay, if any.
- 15) Application should be submitted in the prescribed format given by INCUBEIN.
- 16) All these post are purely on temporary basis and shall be filled as per the mentioned period and the salary of the said posts shall be given with subject to availability of fund from funding agencies.

sd/-

Director, Board of Innovation, Incubation and Entrepreneurship Board

RTM Nagpur University.

Copy forwarded to :-

- 1) CEO, Maharashtra State Innovation Society, Mittal Town, 607, 6th floor Regus 117 Parekh Marg, Backbay Reclamation, Church Gate, Mumbai for Kind Information please.

**Advertisement for the post of Chief Executive Officer (CEO), Incubation Manager
and Technical/Support Staff**

Incubein Foundation, Nagpur is RTMNU Business Incubation Center is established as section 8 company in 2019 as not for profit organization.

Online applications for the following post for INCUBEIN Foundation invited from eligible candidates.

S.N	Name of the Post	No. of Posts	Consolidated Salary
1.	CEO (Chief Executive Officer)	01	Maximum fixed and consolidated salary of ₹. 75,000/- per month. This is the maximum possible compensation and final offer may differ based on relevant experience and performance of the candidate.
2.	Incubation Manager	01	Maximum fixed and consolidated salary of ₹. 30,000/- per month. This is the maximum possible compensation and final offer may differ based on relevant experience and performance of the candidate.
3.	Technical/Support Staff	02	Rs. 15,000/-

These posts are purely on temporary basis.

Detailed information about Qualification, Experience & submission of application etc is made available on website: www.incubein.org, www.nagpuruniversity.ac.in

Last date for online submission of forms : 20-March 2024

Last date for receipt of application forms (Hard Copy) : 20-03-2024

I/c Director



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Appendix-1

Application Format

To,

The Director,
Incubein Foundation
Nagpur-440033

Latest
Photo

Subject: Application for the post of _____

Sir,

I, hereby, submitting my application for the post mentioned above, with the following details:

1. Name in Full (in Capital Letters)

Mr./Ms. _____

2. Postal Address in Full : _____

3. Phone No. with STD code: _____

4. Mobile No. _____

5. E-mail ID (essential): _____

6. Date of Birth:- _DD/MM/YYYY_ 7. Age: _____ 8. Sex : _____

9. (a) Nationality: _____ b) Languages known: _____

10. Educational Qualification

Examination	University/ Board	Month & year of passing	Subjects SPL/Gen		Marks		% of Marks	Class/Div /Grade awarded
			Prin	Sub	Obt	Out of		

11. Experience:

SN	Organization/ Startup /Company/ Incubator	Position Held	Nature of Appointment	Period of Appointment		
				From	To	Total
1						
2						
3						

12. Name, Addresses and contact numbers of two persons to whom reference may be made.

13. List of documents enclosed:

a)

b)

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 have read carefully all instructions given in advertisement.

Place:

Date:

Name and signature