
	AIC SURATi iLAB Foundation Office Address: Rayka Circle, Udhna, Surat-394210	
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Notice for Recruitment of Individual Professional on Purely Contractual Basis

AIC SURATi iLAB Foundation hereby invites Online Applications from Individual professionals for the following position (purely on contractual basis) for 11 months:

Sr. No.	Name of Position	No. of Post	Compensation (Fixed per Month)
1	Incubation Manager	01	Rs.50,000/- to Rs. 70,000/-
2	Office Peon	02	Rs. 10,000/- to Rs. 15,000/-

For further details about the position, please visit websites – www.suratmunicipal.org or www.suratsmartcity.com or www.suratiilab.org . Interested candidates need to apply online on these websites. Last date and time for submission of online applications on the above-mentioned websites is _____, **2021 till 5:00 PM.**

No./
Date:

Managing Director
AIC SURATi iLAB Foundation

Job Description and details for various posts

1.) Position: Incubation Manager

No. of Post: 01 (One)

Qualification & Experience:

- B.com/B.sc/BE/B.Tech/BBA.
- BE/B.Tech will be preferable.
- 4 years post-qualification experience including minimum 1 year Experience in the startup / Innovation/Entrepreneurship domain in a lead position in a reputed Innovation & Startup promoting center.

Roles & responsibilities

1.) Ecosystem Development, Meeting Targets, Planning & Monitoring

- Engage with various (current/potential) entrepreneurs, start-ups, mentors, investors and incubators. Understanding needs and designing strategies to overcome gaps in related entrepreneurship.
- Establish collaborations with other incubators, institutes, organizations and firms.
- Develop and leverage industry, academics, investors & institutional network for the benefit of the incubation program.
- Develop the business and help the incubator achieve its objectives and targets.
- Organize events to facilitate collaborations, technology tie-up, and business development of start ups.
- Assess availability of infrastructure for start-ups.
- Contribute to the formulation of financial plans, monitor their implementation.
- Promoting and campaign AIC SURATi iLAB on a local and national forum.
- Portfolio Management
- Manage marketing and branding

2.) Management

- Provide supportive leadership to staff within the areas, training, development and appraisal of staff in a timely manner
- Ensure that employment policies of the AIC, equal opportunities and health and safety legislation, together with good management practices, are consistently applied. Oversee budgetary management and management of accounts and production of financial reports
- Contribute to the development of financial policies and procedures to ensure effective management of funds.
- Develop implement new initiatives for incubation service offerings to entrepreneurs & start-ups.

- Coach entrepreneurs and start-up companies in business development.
- Assist entrepreneurs in proposal writing, pitch deck, business development, fundraising as well as relevant linkages to established companies for business opportunities.
- Demonstrate 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.
- Provide trainings and mentorship to entrepreneurs
- Forge partnerships and networks with academia, industry, funding sources, existing incubators and others for the start-ups to leverage.
- Build a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.
- Develop & manage a network of entrepreneurs, start-ups, mentors, institutions, funding agencies, investors and industries.
- Any other function that may be assigned by the Higher Authority from time to time.

Selection Process:

1. Out of total eligible candidates -
 - A. First preferred candidates (BE/B.Tech) will be invited for the personal interview.
 - B. If suitable candidate not found from (A) then remaining candidates (B.com/B.sc/ BBA) will be invited for the personal interview.
2. Shortlisted Candidates from personal interview round will have to give presentation on planning, execution, implementation road map and self sustainability model for AIC SURATi iLAB Foundation.

Age Limit

- 40 Years

Type of Appointment

- Contractual Appointment (11 months)

Compensation

- Rs.50,000/- to Rs. 70,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.

2.) Position: Office Peon

No. of Post: 02 (Two)

Qualification & Experience:

- 10th Pass

Roles & responsibilities

- Helping the associate, staff, or other management staff in doing their responsibilities.
- Provide logistical support to the Centre by maintaining records, day-to-day operations etc.
- Maintaining and Monitoring Housekeeping Services.
- Basic bank work knowledge & Handling coping & Scanning
- Understanding of English & Gujarati language.
- Any other function that may be assigned by the Higher Authority from time to time.

Selection Process

- Eligible Candidates will be selected based on Merit cum Interview.

Age Limit

- 30 Years

Type of Appointment

- Contractual Appointment (11 months)

Compensation

- Rs. 10,000/- to Rs. 15,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.