

IGDTUW-ANVESHAN FOUNDATION

[Pursuant to sub-section (2) of section 7 of the Companies Act, 2013 and rule 8 the Companies (Incorporation) Rules, 2014]

Indira Gandhi Delhi Technical University for Women, Delhi **(Estd. By Govt. of NCT of Delhi vide Act 9 of 2012)**

Dated: 23/11/2016

EMPLOYMENT NOTICE

IGDTUW-Anveshan Foundation (A Section 8 Company, The Companies Act-2013), promoted by Indira Gandhi Delhi Technical University for Women (Established by Govt. of Delhi vide Act 9 of 2012) to create a culture of entrepreneurship, start-ups and intellectual property creation that can lead to value creation, jobs and employment and do social and economic good.

IGDTUW-Anveshan Foundation invites applications to fill up the post of one Chief Executive Officer (CEO) for managing the Incubation Centre.

Profile and Eligibility of CEO:-Educational/Professional Qualification and Experience:

- Engineering Graduate degree with minimum 20 years of work experience or M.Tech./MCA/MBA/MBE with minimum 15 years of work experience in Research/Academic/Industry/Not for Profit Organisation (Section 8 Company, companies act of 2013)/Society/ Trust.
- Preference will be given to the candidate possessing Ph.D. degree in Applied Science/Engineering/Management/ Business Economics
- Prior experience of working in a start-up, collaborating with a start-up, funding a start-up will be an added advantage
- Good communication skills, good team building skills, good listening skills are top pre-requisites.
- Strong ability to build ecosystems, collaborate with stakeholders, connect people and events and ability to use technology to accelerate sharing of information is critical.
- Good financial management ability, demonstrated ability to manage with financial responsibility is desired.

Broad Job responsibilities of CEO:

- i. To create effective Interface with the Industry to foster, promote and sustain commercialization of research and innovation in the University (IGDTUW) for mutual benefits, in a mission mode to create interface between the University and the industry by devising innovative ways to create partnerships and linkages with business and community to enable knowledge transfer for common good.
- ii. Ability to develop strong connects between IGDTUW-Anveshan Foundation and academicians/researchers from IGDTUW to enable successful outreach efforts of IGDTUW-Anveshan Foundation, including extensive collaborations at national and international level.
- iii. To develop internal business processes and structure of IGDTUW-Anveshan Foundation for smooth functioning of this organisation.
- iv. Submit plans for CapEx and OpEx to competent authority for approval under this policy.
- v. Submit status, reports, project ideas, plans and all such information required by the competent authority for publishing the health of the incubator/start-up ecosystem report.
- vi. To perform any duty/responsibility as directed by Board of Directors of IGDTUW-Anveshan Foundation.

Salary and Perks: Salary shall be commensurate with the experience and qualification of the candidate.

Application Process: Candidates who fulfill the eligibility criteria may send their CV in the prescribed format along with one photograph and forwarding letter addressed to “Director, IGDTUW-Anveshan Foundation”, by post/ by hand (Please write the post applied at the top of the envelop) at:

Dr Arun Sharma
Director, IGDTUW-Anveshan Foundation,
IGDTUW Campus, Kashmere Gate, Delhi 110006

The last date for receiving the duly filled form along with necessary documents is by 5.12.2016 at 05.00 p.m. (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). The IGDTUW-Anveshan Foundation will not be responsible for any postal delay or loss.

General Instructions for all Candidates:

- i. The candidate must be a citizen of India.
- ii. Prescribed Educational Qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview, where number of applications received are more, the University reserves the right to short-list the candidates to be called for interview. The IGDTUW-Anveshan Foundation reserves the right to fill or not to fill this post advertised, no correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- iii. Applicants already in employment in Government Department/ Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- iv. Incomplete/unsigned application/application without photograph and those received after closing date will be rejected.
- v. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- vi. The shortlisted candidates will be called for a personal interaction/interview which would be held at IGDTUW, Kashmere Gate, Delhi 11006.
- vii. Selected candidates will be required to join on very short notice.

11. Educational Qualifications:

Examination	University/ Board	Year of Passing/ Award	Division	% age of marks / Grade	Subjects
Matric /SSC/ 10 th Class					
10+2 or equivalent					
*Graduation or equivalent.....					
* Post Graduation or equivalent.....					
M. Phil			** Title of Ph.D. Thesis		
Ph. D.					
Any other					

*** Indicate Degree Awarded**

12. Field of specialization: _____

13. Experience (Please start with the latest):

Name of the institution/organization	Post held	Pay scale	Period		Nature of work	Last basic pay(in Rs.)	Reasons for Leaving (wherever applicable)
			From	To			

14. Number of publications (Please write Numeric nos. of the publications) :

Publications	Capacity	Published	Accepted for Publication	Under Preparation
(a) Books	Independently			
	Jointly			
(b) Papers/ Articles	Independently			
	Jointly			
(c) Abstracts	Independently			
	Jointly			
(d) Patents	Independently			
	Jointly			

15. A brief note about how your candidature is suitable to the mentioned post (attach separate sheet)

16. Period required for joining, if selected: _____

17. Any other relevant information you wish to give in support of your candidature:

18. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

24. Recommendation of the employer (to be submitted by those who are in employment) – (if applicable)

Date :

Place:

Signature & Seal of the employer