

AIC IISER PUNE SEED FOUNDATION

A not for profit technology business incubator

Hosted by IISER Pune, Supported by Atal Innovation Mission, Niti Aayog

IISER Campus, Dr. Homi Bhabha Road, Pune 411008

ADVT NO: 41/2020

(APPLY ON OR BEFORE FRIDAY, OCTOBER 23, 2020)

AIC IISER Pune SEED Foundation (AIC-SEED) is a not-for-profit technology business incubator, established with an objective to encourage and nurture the growth of science and R&D based start-ups and cultivate a culture of entrepreneurship in an academic environment.

AIC-SEED is promoted and hosted by IISER Pune, a premier autonomous institution established by the Ministry of Education, Government of India, for promotion of high quality science education and research. AIC-SEED is supported by the Atal Innovation Mission, Niti Aayog, Government of India.

AIC-SEED invites applications from Indian nationals having excellent academic record and relevant work experience for the following positions purely on temporary and contractual basis under "Establishment of Atal Incubation Centre at AIC IISER PUNE SEED FOUNDATION SPV of IISER Pune" funded by NITI Aayog, Government of India under Atal Innovation Mission:

Name of the Post	Incubation Manager
No. of posts	01 (One)
Minimum Educational Qualification & Experience	Masters of Business Administration (MBA) OR Post Graduate degree in Science / Computer Applications / Commerce / Engineering graduates <u>with Postgraduate diploma in Management</u> . Minimum 2 years of relevant experience and exceptional track record in Entrepreneurship or Managing the operations of Technology Business Incubator, with good knowledge of working with entrepreneurs, start-ups, running own start-up
Preference	Candidates having: 1. Background in any of the disciplines: Finance / Commerce / Economics / IT / Technology Management / Entrepreneurship 2. Familiarity with MS Office suite (proficiency in Excel), good understanding of use of digital marketing tools, social media platforms for branding exercise, basic knowledge of analytical tools, online meeting platforms will be preferred.
Job requirements	Incumbent is expected to: 1. Manage execution of incubation programs and service offerings to nurture incubatee start-ups 2. Assist in raising funds through networking with corporate

	<p>partners, investors, industrial bodies and government agencies</p> <ol style="list-style-type: none"> 3. Manage customer relationships with incubatees, coordinate with different stake holders of the incubator eco-system (corporate partners, mentors, investors, service providers, internal advisory committees) for smooth functioning of the incubator and ensuring legal and statutory compliance 4. Conduct events related to mentoring, workshops, seminars, training programs 5. Conduct business development and promotional activities through digital media, events, create and manage brand awareness
Tenure of the appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 78,000/- per month
Age	Not more than 40 years as on the last date of application

Name of the Post	Lab Facilities Manager
No. of posts	01 (One)
Minimum Educational Qualification & Experience	Post Graduate degree in Science Minimum 1 year of experience of working in an R&D / academic institute; exposure to an interdisciplinary scientific environment with hands on practical experience and familiarity in working in a research laboratory across various disciplines, such as biology, chemistry, AI/ML, Fab, Maker's lab.
Preference	Candidates familiar with MS Office suite, online meeting platforms, IT savvy and process oriented professional with training in laboratory analytical techniques will be preferred.
Job responsibilities	Incumbent is expected to: <ol style="list-style-type: none"> 1. Coordinate, manage and execute different programs utilizing laboratory and R&D infrastructure and facilities for incubates 2. Manage procurement, installation, operation and maintenance of various lab equipment and instruments 3. Conduct hands on technical training programs related to various lab equipment 4. Assist in identification of new opportunities to leverage lab facilities and R&D infrastructure through marketing outreach, and fund raising programs 5. Assist in management of IT support for incubator as well as incubates
Tenure of the appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent and continuation of the

	project.
Consolidated emoluments	Rs. 30,000/- per month
Age	Not more than 30 years as on the last date of application

Name of the Post	Accounts Cum Administration Officer
No. of posts	01 (One)
Minimum educational Qualification & Experience	Graduate degree in Finance / Commerce / Economics / Science / IT Minimum 5 years' of experience in an Administrative role including experience in handling Accounts, Finance, Purchase, HR and Administration functions, skilled in working with several stake holders and multi-tasking, with past exposure of working in an academic / R&D environment set up / private industrial corporate. OR Minimum 2 years' of work experience in a start-up environment, especially of working in own start-up.
Preference	Candidates familiar with MS Office suite, Tally, online meeting platforms; IT savvy and process-oriented professional with experience in supervision of front desk and back office will be preferred.
Job responsibilities	Incumbent is expected to: 1. Assist in execution of different incubation programs and processes 2. Handle and maintain all records related to financial, purchase, HR, administrative and statutory compliance matters 3. Assist in coordination with different stake holders (corporate partners, mentors, investors, service providers) and service providers for smooth day to day operations 4. Engage with prospective incubatees, entrepreneurs and visitors as the first point of contact 5. Assist in handling customer relationship management with incubatees, and act as nodal coordinating point for tracking all operational activities of the incubator 6. Assist in meetings related to audit and compliance, execution of events and promotional activities
Tenure of the appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 23,000/- per month
Age	Not more than 35 years as on the last date of application

Name of the Post	Office Assistant
No. of posts	01 (One)
Minimum educational Qualification & Experience	Graduate degree in any discipline with minimum 1 year of experience in office administration, vendor management, facility maintenance, inventory management and book keeping
Preference	Candidates familiar with MS Office suite, Tally, online meeting platforms; certification in short hand, typing, IT will be preferred.
Job responsibilities	Incumbent is expected to: <ol style="list-style-type: none"> 1. Assist in day-to-day maintenance of the incubator, responsible for coordinating with housekeeping, security, attendance, and safe keeping of inventory and lab assets 2. Carry out data entry and miscellaneous office administration tasks, assist in management of visitors and conduct of events 3. Assist in tasks related to augmentation and redevelopment of incubator facility, personally supervise installation of lab equipment, and ensure safe handling of all assets in office and lab 4. Carry out activities involving local travel as required
Tenure of the appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Age	Not more than 35 years as on the last date of application
Consolidated emoluments	Rs. 20,000/- per month

HOW TO APPLY:

- Interested candidates should send the application by email in the prescribed format available below this advertisement by email (convert into PDF Format) addressed to aic.seed@iiserpune.ac.in on or before **October 23, 2020**. **Please mention “Name of the post”** in the subject line of the email.
- List of shortlisted candidates for selection process with details of date & time will be put up on the institute website below this advertisement and the shortlisted candidates will be informed by **e-mail** only. Therefore, please mention active Mobile Number and Email ID in the application form.
- Recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected and verified at an appropriate stage.

General Information / details about the posts

1. The appointment is purely temporary and will terminate automatically without any notice or compensation.

2. The appointed person shall have no claim of appointment / absorption in AIC IISER Pune SEED Foundation / IISER Pune / Funding Agency.
3. The appointment of the applicant will be governed by the terms and conditions of the AIC IISER Pune SEED Foundation and funding agency.
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. The prescribed educational qualifications & experience are the bare minimum and mere possession of same does not entitle candidates to be considered for the selection process. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to carry out the selection process for all the candidates. Based on the recommendations of the Screening Committee, the number of candidates to be called for the selection process may be restricted to a reasonable limit after taking into consideration qualification/s and experience/s over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field at the time of applying.
6. Age relaxation commensurate with experience of the applicant may be considered with the prior approval of the competent authority.
7. Relaxation in requirement of qualification and/or experience may be considered in case of exceptionally meritorious applicants with the prior approval of the competent authority.
8. No TA/DA will be admissible for appearing for the interview.
9. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
10. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

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REGISTRAR