



EDII- ANNA BUSINESS INCUBATION RESEARCH FOUNDATION



University College of Engineering, Anna University BIT Campus, Tiruchirappalli- 24

(Registered as Section 8 Company)

Certificate of Incorporation No. U85300TN2020NPL134510; Dated- 18.02.2020

PAN number- AAFCE8426J, TAN number- CHEE08269C

Date: 29.07.2020

Recruitment Notification (Temporary Positions)

Applications are invited from dynamic potential candidate for the following posts on temporary contract basis under EDII-Anna Business Incubation research Foundation, a section 8 company established at this institute.

Name of the Post	Number of Vacancy	Pay per Month (Rs.)
Chief Executive Officer	1	1,00,000/-
Incubation Scientist	2	50,000/-
Project Assistant	2	15,000/-
Office Assistant	1	10,000/-

Eligible qualifications for each posts, roles and responsibilities are provided in the annexure.

How to Apply: Interested candidates should send the filled-in application form (as per format attached in Annexure and Curriculum Vitae with details of name and contact details, education, work experiences, professional skills, etc., and names and contact addresses (including phone number/ fax/ e-mail) of three referees and a recent passport size photograph on or before 29.08.2020 addressed to " The Registrar, Anna University, Tiruchirappalli, Tiruchirappalli-620 024" with the subject line of "Application for the Post of Chief Executive Officer (CEO), Incubation Scientist, Project Assistant, Office Assistant under "EDII-Anna Business Incubation research Foundation". Wherever necessary enclose attested/self attested photocopies of certificates/testimonials of supporting documents.

General Information:

- No TA/DA will be given to candidates for attending the interview.
- The date and time of interview will be informed later to the candidates by email only.
- Candidates should appear for interview along with their original certificates and other relevant documents.
- The position is temporary which will be renewed every year subject to satisfactory performance.

**Registrar
Anna University, Chennai**

Recruitment under EDII-Anna Business Incubation Research Foundation (EDII-ABIRF)

Qualifications and Responsibilities- ANNEXURE 1

For all below mentioned temporary posts we are looking for a dynamic individual with a service mind-set, who can take the event of management, outreach and ecosystem building activities of the incubator.

Name of the post	No. of Posts	Educational Qualification	Minimum Experience
1) Chief Executive Officer	1	UG & PG degrees in Science/ Engineering and/ or Management.	Minimum 15 years of strong functional experience preferably in technology/ research management, product management, BD/Sales, managing investments etc. related to startups or mid-sized enterprises in the tech sector
<u>Desirable Qualifications</u>			
<ol style="list-style-type: none">1. Entrepreneurship experience gained through having been part of the founding team of a startup shall be given added advantage.2. Prior experience in Incubation or Entrepreneurship Development sector shall be an added advantage.3. Strong track-record of having built and managed multi-disciplinary teams, with proven leadership, execution and networking skills.			
<u>Job Profile</u>			
As CEO, in a full-time position, and under the guidance and direction of the Board of Directors/Governors of EDII-ABIRF, the incumbent shall lead the establishment of the incubation centre, manage end-to-end all matters related to strategic planning, financial budgeting, design and execution of incubation programs, building a network of partners, and creating a robust ecosystem centred in Anna University for fostering innovation and entrepreneurship, creating impact at a state level.			
<u>Roles and Responsibilities</u>			
<ul style="list-style-type: none">➤ To manage EDII-ABIRF as Section 8 company at University College of Engineering (UCE), Anna University, BIT Campus, Tiruchirappalli➤ Business strategy and executing day-to-day operations and formation of different clusters of EDII-ABIRF➤ Work with other state and central government agencies such as MSME, NITI Aayog, DSTE, corporate entities and industry bodies in raising funds to execute these outreach programs➤ Attracting funds through different external agencies (CSR funds/ Venture capital funds/ Angel funds and others) for sustainability of the company and government funds/grants.➤ Business plan, Detailed Project Reports (DPRs), bankable projects and business model preparations for entrepreneurs/ incubates➤ Ability to run section 8 company with current regulatory compliance requirements.➤ To engage incubates/entrepreneurs with various stakeholders such as regional and global market, import and export procedures➤ Spotting novel ideas that has potential for Pharma and related discipline incubation➤ Knowledge on intellectual property rights management and protection (patent, GI, Trademark etc.,)➤ Proven ability on successfully organizing program/workshop/investor meet➤ Excellent written and verbal communication skills in English language. Fluency in Tamil language and other regional languages are advantageous			

- Offline and online marketing tools
- Financial management of the Company under the directions of the Board of Directors and Project Management and Review Committee (PMRC).
- Regularly interact with these established innovator communities and monitor for potential ideas that might otherwise wither away so that incubator could support.
- Interact and maintain relationships with industry partners, include them in the outreach programs as a potential co-sponsor, knowledge partner

Name of the post	No. of Posts	Educational Qualification	Minimum Experience
2) Incubation Scientist	2	<p>a) Engineering / Technology B. E. / B. Tech. and M. E. / M. Tech. with first class or equivalent in any one of the degrees. (OR)</p> <p>b)Pharmacy B. Pharm. and M. Pharm. in the relevant specialization with First Class or equivalent in any one of the two degrees. (OR)</p> <p>c) Science and Humanities (i) A Master’s degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET</p>	Experience not required

Age limit Below 35 Years

Desirable Qualifications

PhD in relevant field. Experience on Incubation Management, Marketing linkages/ Network Meetings/ Negotiation skill/ Organizing Seminars/ Conferences/ Capacity building programs/ analysing business feasibility and business plan preparation/ procedures for commercialization of technologies

Roles and Responsibilities

- Identifying new potential ideas, products and markets.
- Establishing market linkages, conduct market studies, supply chain Management.
- Analytical method/product development skills.
- Need to have better negotiation skill.
- Maintenance of website and IT systems.
- Maintaining customer relationship.
- Creating awareness and development of novel technologies.
- Exhibiting the innovative products in Expos and other events.
- To assist CEO and Director/Nodal Officer in all the activities of EDII- ABIRF
- Attracting funds through external grants, Seed Money and other sources for sustaining the company.
- Nurturing incubates, formation of Business Clusters and Incubation Hub in the targeted regions.
- Making sure the Incubatees have a great experience using our services by controlling all activities related to usage of the incubator including co-working facilities.

- Work towards establishing the industry specific labs by understanding the needs of a specific industry, scout for the right equipment vendors and finalize bill of materials.
- Work towards establishing a vibrant startup community by designing, delivering awareness and outreach programs. Ensure the effectiveness of the program reach out to relevant ecosystem like student innovators, academic staff, alumni network and potential candidates with promising ideas.
- Create a calendar of outreach programs, involve internal and external speakers, experts, mentors, partners in executing of such programs.
- Flexibility to work with asymmetric demands and last-minute changes to events and programs.
- Define, procure, build, own and maintain equipment needed for general management of the incubator that includes but not limited to networks, routers, switches, security and surveillance, air conditioning, uninterrupted power supplies, lighting, laptops, desktops, servers, software systems.

Name of the post	No. of Posts	Educational Qualification	Minimum Experience
3) Project Assistant	1	Graduation in Engineering/ Medicine/Pharma or Graduation in Science with 1 year relevant experience after Graduation	One year relevant experience after Graduation.
Age Limit	Below 30 years		

Desirable Qualifications

- Experience on novel product oriented technologies, and operation/ maintenance of equipment/machineries and organizing programmes.
- Good in written and spoken English, with the ability to conduct hands-on workshops and share knowledge in front of an audience.

Role and Responsibilities

- Production of novel Pharmaceutical, engineered, biotech and related products.
- Maintain the equipment in working conditions by following up with maintenance schedules, make sure the annual maintenance contracts are renewed and equipment are taken care of.
- Assisting in conducting hands on training
- Technical guidance

3) Project Assistant	1	A degree in commerce	3 to 5 years of experience in an accounting and office administration role
Age Limit	Below 30 years		

Desirable Qualifications

Certification in TALLY accounting software.

Role and Responsibilities

Payments and Receipts:

- All activities related to pay-outs to employees, vendors, incubatees and other cash transactions.
- All receipts through grants, loans, advances and payments from sponsorships and partnerships

Financial Data Management:

- Define and enforce accounting controls by preparing and recommending policies and procedures
- Document all the financial transactions of the incubator. Monitor bank/ account reconciliations statements
- Audit and substantiate financial transactions with necessary supporting documents

Analysis and Advice:

- Provide financial information to the management by researching, analyzing accounting data and preparing necessary reports
- Be the in-house expert and answer accounting procedure questions by researching and interpreting

accounting policy and regulations

Financial Report Preparation

- Reconcile financial discrepancies by collecting and analyzing account information.
- Report current financial status by tracking transactions, preparing balance sheet, profit and loss statement, and other reports as needed

Regulatory and Reporting Compliance

- Prepare tax statements and assist in tax-filing with appropriate government agencies.
- Preparation of GST, TDS, PT, ESI, EPF, income tax and filing monthly returns.
- Co-ordinate with our tax auditors, consultants on all aspects of monthly, quarterly and annual financial accounts closure
- Maintain confidentiality and keep financial information confidential

Name of the post	No. of Posts	Educational Qualification	Minimum Experience
4) Office Assistant	1	8th Pass with Valid Driving License	Minimum two years in four wheeler driving with experience as Peon or Equivalent.

Desirable Qualifications

Prior experience in office assistance and driving skill.

Role and Responsibilities

- Handling incoming calls and other communications
- Managing file system and maintaining documents as needed
- Performing general office clerical duties and deliver circulars etc
- Coordinating events as necessary
- Creating, maintaining in and out records
- Establishing and operationalizing an end-to-end visitor and guest management process including transport and accommodation as required.
- Ensure that the Physical security of the incubator 24/7 that includes labs, workshop areas and co-working areas.
- To ensure power, air conditioning, internet and telecommunication facilities are managed and maintained for continuous operation of the incubator.

Application Format

Name of the POST Applied for:

(Enclose Photocopy of Aadhar Card)

1	Name (in block Letter):		Affix Passport size photo				
2	Address for communication:						
3	E-mail id:						
4	Mobile No:						
5	Nationality:						
6	Community:	GEN/EWS/OBC/BC/SC/ST					
7	Sex:						
8	Date of birth & Age:						
9	Educational Qualification (s):						
	Degree	Specialization	University/Institution	Year of Passing	CGPA/Percentage	Regular/Part Time	
10	Professional experience (Enclose Proof for Experience)						
	Name of the organization	Designation	Period		Nature of work	Total Experience	
			From	To		Years	Months
11	Additional Information if any						

DECLARATION : I hereby declare that I have carefully read the instructions and particulars supplied to me and that the entries made in this application form are correct to the best of my knowledge and belief. If selected, I promise to abide by the rules and discipline of the Institute. I note that the decision of the Institute is final in regard to selection. The Institute shall have the right to expel me from the Institute at any time after my selection, provided it is found that I was admitted on false particulars furnished by me or my antecedents prove that my continuance in the Institute is not desirable. I agree that I shall abide by the decision of the Institute, which shall be final.

***Documents to be attached (Photocopy)**

1. Aadhar Card
2. Community certificate
3. Age proof
4. Educational qualification
5. Experience certificate

Place

Date

Signature of the Applicant