



## KBCNMU Centre for Innovation, Incubation and Linkages

An Incubation Centre hosted by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

(Section 8 Company CIN: U85300MH2019NPL330765)

Empowered by Department of Skill Development and Entrepreneurship, Govt. of Maharashtra under Maharashtra State Innovation Society Incubator Scheme

NMU Admin Building, North Maharashtra University, Bambhori Jalgaon MH 425002 IN

Website- <http://kciil-kbcnmu.in/>, Email- [kciil@nmu.ac.in](mailto:kciil@nmu.ac.in) Tel.- 02572257448

### KCIIIL Recruitment Advertisement: 01/2023

'KBCNMU Centre for Innovation, Incubation and Linkages' (KCIIIL) is a Section 8 Company formed under The Companies Act-2013, an incubation Centre of Kavayitri Bahinabai Chaudhari North Maharashtra University. KCIIIL is established at KBCNMU campus to promote innovation & create a vibrant entrepreneurial ecosystem in the university. KCIIIL aims to provide hand holding support to startups to build and develop innovative solutions to address socio-economic growth and create employment opportunities for all sections of society.

KCIIIL invites applications in the prescribed format from the eligible candidates for the following posts at Jalgaon to be filled purely on the temporary basis for the period of 12 (twelve) months. The candidates appointed will not be entitled to claim the regular employment. However, reappointment of the candidates would be possible based on the performance.

Sr	Title of Post	No of Post	# CTC Range Rs. per month
1	Chief Executive Officer (CEO)	01	Rs.90000/- to Rs.110000/-
2	Portfolio Manager	01	Rs.30000/- to Rs.40000/-
3	Program Coordinator	01	Rs.20000/- to Rs.30000/-

# Cost to Company (CTC) depending on the candidates last drawn CTC and relevant experience.

Interested candidates are advised to go through the Job Description before submitting their application. Application should include detailed CV of the candidate as per the format provided (Appendix-1). KCIIIL reserves right to fill up or to modify or alter or cancel the advertisement at any stage. The candidate needs to fill the below linked GOOGLE form: <https://forms.gle/m2SengvV4DDTrupr7>

In addition the candidate also needs to submit its two hard copies with relevant certificates (academic/work experience) by post/courier to the postal address: "The Director & Coordinator, KCIIIL, School of Life Sciences New Building, Kavayitri Bahinabai Chaudhari North Maharashtra University, Umavinagar, Jalgaon 425 001 (MS)". Mention the advertisement detail as "Application for the post of .....(Adv: 01/2023)" on the envelope.

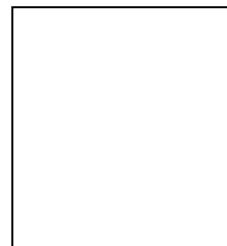
The last date for submission of Google Form is **3<sup>rd</sup> May 2023** and the last date for the receipt of hard copy of application is **8<sup>th</sup> May 2023**.

Date: 13.04.2023

Director, KCIIIL

**Appendix:-1**

To,  
**The Director & Coordinator,**  
KCIL, Jalgaon 425 001



Subject: Application for the post of \_\_\_\_\_

Sir,

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

1.Name in Full (in Capital Letters) Mr./Ms.: \_\_\_\_\_

2. Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_

3.Languages known: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_;

4. Qualification:

Exam	Uni./Board	Yr. of Passing	Subject	%	Class/Div/Grade

5. Professional Experience:

Start-up / Company	Position Held	Nature of appointment	Period of Employment		
			From	To	Total Years

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

7.List of documents enclosed:

8. Postal Address in Full: \_\_\_\_\_

9.Email id: \_\_\_\_\_

10.Mobile No.: \_\_\_\_\_

**: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 this advertisement No. 01/2023 or the website of KBCNMU Centre for Innovation, Incubation and Linkages (KCIL) and the host Institution Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

Place:

Date:

Name and signature:

<b>Title:</b>	<b>Chief Executive Officer</b>	<b>Location:</b>	<b>KCIIL, Jalgaon</b>
<b>Reports To:</b>	<b>Board of Directors</b>	<b>Team Size:</b>	<b>3 to 4</b>

#### **A. Job Responsibilities:**

- 1) The CEO in consultation with the Board of Directors shall develop a strategy, and business model to achieve the objectives of KCIIL (Section 8 Company formed under The Companies Act-2013), aligned to the vision statement of KCIIL.
- 2) The CEO will closely work with the Board of Directors and report to the Board of Directors for implementation of strategy, review, and plan for continuous improvement.
- 3) The CEO being the overall head is required to set direction to the Company (KCIIL) primarily towards establishing it as a key player in incubation/acceleration space, by setting up best in class incubator(s), strategy to build, execute and scale up incubation programs, outreach activities, measure impacts, collaborate with the partners/ stakeholders of the start-up/ entrepreneurial ecosystem, etc.
- 4) The CEO will be required to provide overall strategic guidance, framing procedures, policies, guidelines, best practices, SOP etc. for effectively running the Incubation Centre in consultation with his/her reporting manager.
- 5) The CEO will be responsible for identifying and attracting suitable start-ups and entrepreneurs.
- 6) CEO shall guide and supervise the team at the Incubation Centre- document objective Key Result Areas (KRA) of each team member monitor their performance.
- 7) The CEO will act as the “Chief Experimenter” and encourage start-up ventures to innovate, promote the culture of innovation, help them in converting ideas into products/ IPs and commercialization, create significant value for start-ups, investors, and incubators.
- 8) The CEO will be required to liaison, develop, and strengthen relationships with Govt. agencies, academia, other incubators, venture capitalists, angel/ seed funding institutions in India and abroad for investing into the right start-ups, develop a strong cadre of mentors, service providers and other startup ecosystem players as required.
- 9) The CEO must be an evangelist for the incubator in all forums and responsible to represent the company as required, including attendance of important functions, industry events, and public meetings.
- 10) The CEO will ensure smooth project operations and investments, performing outreach and other promotional activities with the culture of entrepreneurship, openness, and integrity, and monitoring its functioning.
- 11) The CEO will be responsible to plan and execute activities within the budget including verification and recommendation of the release of operating expenses as per SOP, ensuring proper implementation and strict monitoring of annual budgets and targets.
- 12) The CEO will be responsible to prepare annual budgets of KCIIL, completing risk analysis on potential investments, and advising the Board of Directors regarding investment risk and return.
- 13) The CEO will be responsible for the Financial Statements of the Company and other compliances completion of due diligence activities in timely manner.
- 14) The CEO will be responsible to present the company’s progress and discuss the future plans in the Board meeting held on a periodic basis.
- 15) The CEO must be visionary to make the Company self-sustainable and developing Core Competence of the Incubation Centre.
- 16) Should build concrete plan of revenue generation model towards sustainability of the centre.

**B. Qualification:**

- 1) Any graduate or post graduate with relevant outstanding profile.
- 2) Science & Technology graduate or PG qualification in Management, with relevant experience shall be an added advantage.
- 3) Diploma engineers already holding Sr. Management position in Industry or ex-servicemen from defence services would also be considered.

**C. Skill Set:**

- 1) Should have Business Acumen and eye for details.
- 2) Strong analytical and presentation skills.
- 3) Strong Communication Skills (English / Marathi / Hindi)

**D. Professional Experience:**

- 1) 10 - 15 years of professional experience in industry or academic research consultancy, out of which minimum 5 years of experience in managing Incubation Eco System/startup or should have handled Industrial Consultancy projects / assignments with notable contributions. Ex-servicemen with relevant engineering qualification and experience will also be considered.
- 2) Should have experience of effectively managing internal and external stakeholders.
- 3) Should possess sound knowledge about different schemes and due diligence for startups at National and State level and Management capability to lead the Incubation Centre.
- 4) Experience of Leadership role is essential with a team size of not less than two.

**E. Gender & Preferred Age group:**

Male / Female in the age group of 40-50 years

**F. Nature of Appointment:**

Appointment shall be for a **Fixed Term Period** of 12 months initially which shall be renewed subject to individual performance.

**G. Remuneration:**

Cost to Company (CTC) Range @ Rs.90,000/- pm to Rs.1,10,000/- pm., depending on candidates last drawn CTC and experience.

<b>Title:</b>	<b>Portfolio Manager</b>	<b>Location:</b>	<b>KCIIL, Jalgaon</b>
<b>Reports To:</b>	<b>CEO</b>	<b>Team Size:</b>	<b>Nil (Individual Contributor)</b>

**A. Job Responsibilities:**

- 1) Developing and managing an 'incubation portfolio' of the centre. Responsible for creating, managing and nurturing the portfolio of startup businesses of the incubate.
- 2) Design and coordinate training modules / sessions for Cohorts, Startups and EDP.
- 3) Conduct sessions as faculty on specific topics in the EDP/ Cohorts.
- 4) Promotion and Coordination for successful execution of activities of the incubation centre such as Ideation Competitions, Hackathons, Incubation and EDP etc.
- 5) Provide guidance, resources and support to the startups in the portfolio.
- 6) To work closely with the startups to set goals and to monitor their progress and provide periodic feedback on their progress and suggest strategies for their success.
- 7) The Portfolio Manager will also be responsible for keeping the portfolio companies up-to-date on developments in their industry, new technologies, and trends.
- 8) Maintain and regularly update the database of startups. Prepare MIS and dashboards on the status of each startup (monthly/quarterly/annual).
- 9) Liaison with the internal and external stake holders – Directors, CEO, Incubation Manager, Startups, Mentors, Advisors, HEI, Cohort participants etc.
- 10) Administratively coordinate with the startups and ensuring timely documentation and execution of agreements as per SOP.
- 11) Assist the CEO in the annual budgeting exercise.
- 12) Perform any other work that may be assigned to him/her by the immediate reporting manager, in the overall interest of the organization.

**B. Qualification:**

- 1) Graduate or Post Graduate in Commerce or Science & Technology.
- 2) MBA (Marketing / Finance / HR) shall be an added advantage.

**C. Skill Set:**

- 1) Proficient in MS. Office (Word/Excel/PowerPoint).
- 2) Strong presentation skills (Power Point presentation).
- 3) Strong Communication Skills (English / Marathi / Hindi).

**D. Professional Experience:**

About 3 to 7 years of experience in working in an Industry or NGO wherein should have administrative experience of handling internal and external stakeholders.

**E. Gender & Preferred Age group:**

Male / Female with age not more than 35 years.

**F. Nature of Appointment:**

Appointment shall be for a **Fixed Term Period** of 12 months initially and shall be renewed subject to individual performance.

**G. Remuneration:**

Cost to Company (CTC) Range @ Rs. 30,000/-pm to Rs.40,000/- pm., depending on candidates last drawn CTC and experience.

<b>Title:</b>	<b>Program Coordinator</b>	<b>Location:</b>	<b>KCIIL, Jalgaon</b>
<b>Reports To:</b>	<b>CEO</b>	<b>Team Size:</b>	<b>Nil (Individual Contributor)</b>

**A. Job Responsibilities:**

- 1) Provide all assistance to the CEO, Incubation Manager and Portfolio Manager for effective coordination in Outreach activities of the centre.
- 2) Coordinate day to day activities of the centre for engaging the internal and external customers.
- 3) Coordinate Training Programs (Cohort/EDP) ensuring no administrative lapses.
- 4) Provide all administrative support and coordination for Promotion and Coordination for successful execution of activities of the incubation centre such as Ideation Competitions, Hackathons, Incubation and EDP etc.
- 5) To work coordinate with the startups, maintain and regularly update the database of startups.
- 6) Provide assistance in preparation of MIS and dashboards.
- 7) Liaison with the internal and external stake holders – Directors, CEO, Incubation Manager, Startups, Mentors, Advisors, HEI, Cohort participants, Vendors etc.
- 8) Administratively coordinate with the startups and ensuring timely documentation and execution of agreements as per SOP.
- 9) Provide all assistance for MIS preparation, preparation of power point presentation etc.
- 10) Perform any other work that may be assigned to him/her by the immediate reporting manager, in the overall interest of the organization.

**B. Qualification:**

Any graduate or post graduate.

**C. Skill Set:**

- 1) Proficient in MS. Office (Word/Excel/PowerPoint). Should be able to analyse the data in Excel and assist in Power Point presentation.
- 2) Strong Coordination and Communication Skills (English / Marathi / Hindi).

**D. Professional Experience:**

About 1 to 2 years of experience in working in an Industry or NGO wherein should have administrative experience of handling internal and external stakeholders.

**E. Gender & Preferred Age group:**

Male / Female with age not more than 30 years.

**F. Nature of Appointment:**

Appointment shall be for a **Fixed Term Period** of 12 months initially which shall be renewed subject to individual performance.

**G. Remuneration:**

Cost to Company (CTC) Range @ Rs. 20,000/-pm to Rs.30,000/- pm., depending on candidates last drawn CTC and experience.