



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(A NAAC Accredited A++ State University Established by Govt. of NCT of Delhi)

Sector-16 C, Dwarka, New Delhi-110078

Website : [www.ipu.ac.in](http://www.ipu.ac.in)



## Opportunity to Lead AIC – GGSIPU as **CEO**

Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi, a state University with NAAC accreditation A + +, has established Atal Incubation Centre (AIC) to incubate startups and boost up entrepreneurship. The Centre has been established under the auspices of Atal Innovation Mission (AIM), NITI Aayog, Govt. of India. The AIC has been registered as a Section 8 Company under the aegis of GGSIPU and is known as AIC - GGSIPU Foundation Delhi. It has a physical setup with appropriate infrastructure for startups, in the GGSIPU, Dwarka Campus.

### Atal Incubation Centre

AIC - GGSIPU invites applications for the position of **CEO**. Details of the position are available at [www.aic-ggsipu.org](http://www.aic-ggsipu.org)

Interested candidates may submit their application online and hard copy of the application with relevant documents may be submitted at Room No 5, GGSIPU, Sector 16C, Dwarka, New Delhi – 110 078.

**Last date for receipt of applications is  
18th July 2023 (5:00 PM)**

————— **Director** —————

**AIC GGSIPU Foundation Delhi**

Email : [aic.ggsipu@ipu.ac.in](mailto:aic.ggsipu@ipu.ac.in)

**Advertisement for recruitment of Chief Executive Officer (CEO)  
for Atal Incubation Centre (AIC), GGSIPU, New Delhi**

**AdvertisementNo. : AIC-GGSIPU/Recruitment/2023/01**

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The Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi has established Atal Incubation Centre (AIC) under the auspices of Atal Innovation Mission (AIM), NITI Aayog, Govt. of India. The AIC has been registered as a Section 8 company under the aegis of GGSIPU and known as AIC GGSIPU Foundation, Delhi. The AIC-GGSIPU is poised to be a world-class setup, having state of the art facilities for innovation and incubation activities.

**1. About the Position**

The applications for the position of Chief Executive Officer (CEO) at the AIC GGSIPU Foundation Delhi will be invited from the Indian nationals as per the following details:

Job Title	Chief Executive Officer (CEO)
Location of posting	New Delhi
Number of posts	1 (One)
Nature of post	The vacancy is to be filled up purely on fixed term basis initially for two years. It may be extended further subject to satisfactory performance. However, the appointment could be terminated by serving one month notice.
Age limit	Not more than 50 years (male candidates)/ 52 years (female candidates) as on the last date of submission of application.
Remuneration	Rs.18 Lakh – Rs. 24 Lakh per annum (all inclusive) with performance based annual increment. Salary will not be a constraint for deserving candidates and will be commensurate to expertise and experience.

**2. Job description and responsibilities of the CEO**

The CEO will be the administrative head of the Atal Incubation Centre (AIC) – Guru Gobind Singh Indraprastha University (GGSIPU) Foundation Delhi. The CEO along with the team, will strive to work under the guidance of Governing Board of the AIC to execute the vision, mission and strategic plan of the incubator. The broad responsibilities of the CEO would include:

- (i) Developing the strategic plan and the roadmap for the AIC-GGSIPU as per the directions given by the AIC-GGSIPU Governing Board along with the well-defined deliverables,

- timelines and financials;
- (ii) Leading the operations & activities of AIC and oversee the budgetary spending through the PFMS system;
  - (iii) Giving the considered direction to the AIC-GGSIPU through building and scaling up the desired incubation programs, outreach programs etc. and achieving measurable impact;
  - (iv) Creating collaboration with national and international ecosystems to employ best practices;
  - (v) Moving the AIC on the path of an independent, self-learning and self-financing organization;
  - (vi) Developing the mentor ecosystem for the AIC;
  - (vii) Assisting in recruitment of an appropriately skilled team at the AIC so that it delivers the best-in-class incubator services to its incubatees and constituents;
  - (viii) Steering the early stage start-ups to growth stage enterprises in due course of time and make the incubator sustainable in a period of 5 years;
  - (ix) Forging partnership with academia, R&D institutions, industry, incubators and angel/seed funding institutions in India and abroad for the start-ups to leverage and work towards building a conducive startup ecosystem;
  - (x) Enabling access to prototyping facilities, test beds, markets, and pilot implementation for the product/services being developed by the startups;
  - (xi) Arranging value added support services such as conducting market survey, preparation of Bankable project reports etc. through established procedures as approved by NITI Aayog and other similar donors from time to time;
  - (xii) Organizing and conducting events and programs to attract prospective incubatees, students, scientific community and public in general;
  - (xiii) Maintaining the repository of technologies, laboratory/ workshop access and contact details of technology developers / mentors;
  - (xiv) Providing direction and support towards creation of website, expanding and maintaining physical infrastructure;
  - (xv) Building a strong team with adequate knowledge and experience in guiding and hand holding start-ups, developing business plans, facilitating investments, creating and nurturing networks etc.

### **3. Qualification, Experience & Eligibility Criteria**

#### **Educational Qualification**

- Bachelors degree in Science or Engineering / Technology (B.Sc. / B.E. / B.Tech.) with minimum 60% aggregate marks or equivalent CGPA and a Master of Business Administration (MBA) or Post Graduate Diploma in Management with specialization in Business Management / Business Strategy or similar study areas, with minimum 60% aggregate marks or equivalent CGPA.

#### **Desirable Educational Qualification**

- Postgraduate degree in Science or Engineering / Technology (M.Sc. / M.E. / M.Tech. / MS) with minimum 60% aggregate marks or equivalent CGPA and a Master of Business Administration (MBA) with specialization in Business Management / Business Strategy or similar study areas, with minimum 60% aggregate marks or equivalent CGPA.

#### **Experience**

- 2 years' experience in the start-up/ innovation/ entrepreneurship domain, in a lead position in a reputed Innovation & start-up promoting organization;

- Should have a strong understanding of startup companies, technology and incubation, early-stage investments, raising funds and should strive towards making the AIC GGSIPU Foundation self-sustainable; and
- Should be well versed with social media marketing tools and techniques.

### **Desirable Experience**

- Minimum 4 years' full time experience as CEO of an incubation center for startups/ entrepreneurs or a senior position in administration / management of a reputed enterprise engaged in technology/ research management, product management, managing investments related to start-ups;
- Must be a visionary with in-depth knowledge of present Indian and global start-up ecosystems, and should strive towards making the AIC GGSIPU Foundation self-sustainable; and
- Should be proficient with the latest PFMS portal management and financial disbursement systems and processes.

### **The eligible candidate should have:**

- Updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc.) and other additional required software skills used in office work;
- Soft skills including articulation since the engagement is people-centric; and
- A strong command over English language along with proficiency in Hindi. Applicants are expected to be well versed in conceptualizing, compiling, and putting together papers, presentations, techno- legal/ commercial documents, proposals, etc.

### **4. Selection Process & Terms**

- Applications will be scrutinized and those not meeting the eligibility criteria will summarily be rejected. From the eligible applicants, shortlisting will be carried out based on academic performance, expertise and experience of the candidates;
- Shortlisted candidates shall then be invited for a personal interview by an empowered Selection Committee appointed by Governing Board of Incubation Centre. A merit list of candidates shall be prepared based solely on performance in the personal interview. The candidate appearing first in the merit shall be provisionally selected for the position of the CEO and a separate waiting list shall be prepared by selecting the next candidate/s in order of merit from the merit list;
- A formal employment offer shall only be awarded to the selected applicant upon mutual understanding of joining date and acceptance of other terms and conditions by the selected candidate. The selected candidate shall also be given appropriate time (2 months) for transition between jobs, if so necessary, as per mutually agreed terms; and
- The decision of the Selection Committee shall be the final in all matters related to the selection and final recruitment.

### **Notes:**

1. The appointment of CEO is NOT in the Guru Gobind Singh Indraprasa University.
2. The appointment is purely on CONTRACT basis
3. Duly completed application form along with the supporting documents may be emailed to aic.ggsipu@ipu.ac.in by 18<sup>th</sup> July 2023.

**AIC – GGSIPU Foundation**  
**Format of Application Form for the Position of CEO**

**Name:**

**Father's Name:**

**Gender:**

**Address:**

**Date of Birth:**

**Phone:**

**Email:**

**Age (as on 18.07.2023):**

**LinkedIn or Any Professional Profile URL:**

**Educational Qualifications (Starting with Graduation Degree)**

<b>S. No.</b>	<b>Degree/Diploma</b>	<b>University/Institute</b>	<b>Subject</b>	<b>Year of passing</b>	<b>Percentage/CGPA</b>

**Details of Employment**

<b>Sr. No.</b>	<b>Company name and Address</b>	<b>Job Title/ Position</b>	<b>Responsibilities/ Nature of work</b>	<b>Last Salary Drawn (Annual)</b>	<b>Experience (Enclose experience certificate)</b>	<b>Reason(s) for Leaving</b>

## References

Sr. No.	Referee Name	Contact number	Email	Relation with you	Knows you since how many years?

## Check List (Tick in appropriate box)

<p><b>Age</b> Do you satisfy the age limit criterion, i.e., not more than 50 (in case of male candidates) /52 (in case of female candidates) years?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>- Do you have Bachelors degree in Science or Engineering / Technology (B.Sc. / B.E. / B.Tech.) with minimum 60% aggregate marks or equivalent CGPA and a Master of Business Administration (MBA) or Post Graduate Diploma in Management with specialization in Business Management / Business Strategy or similar study areas, with minimum 60% aggregate marks or equivalent CGPA?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Desirable Educational Qualification</b></p> <ul style="list-style-type: none"> <li>- Do you have Postgraduate degree in Science or Engineering / Technology (M.Sc. / M.E. / M.Tech. / MS) with minimum 60% aggregate marks or equivalent CGPA and a Master of Business Administration (MBA) with specialization in Business Management / Business Strategy or similar study areas, with minimum 60% aggregate marks or equivalent CGPA?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- Do you have 2 years' experience in the start-up/ innovation/ entrepreneurship domain, in a lead position in a reputed Innovation &amp; start-up promoting organization?</li> <li>- Do you have a strong understanding of startup companies, technology and incubation, early-stage investments, raising funds and should strive towards making the AIC GGSIPU Foundation self-sustainable?</li> <li>- Are you well versed with social media marketing tools and techniques?</li> </ul> <p><b>Desirable Experience</b></p> <ul style="list-style-type: none"> <li>- Do you have Minimum 4 years' full time experience as CEO of an incubation center for startups/ entrepreneurs or a senior position in administration / management of a reputed enterprise engaged in technology/ research management, product management, managing investments related to start-ups?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No

<ul style="list-style-type: none"> <li>- Are you a visionary with in-depth knowledge of present Indian and global start-up ecosystems, and should strive towards making the AIC GGSIPU Foundation self-sustainable?</li>   <li>- Are you proficient with the latest PFMS portal management and financial disbursement systems and processes?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Knowledge of working with computers and techno-legal/commercial documentation:</b></p> <ul style="list-style-type: none"> <li>➤ Do you have updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc.) and other additional required software skills used in office work?</li>   <li>➤ Do you possess soft skills including articulation since the engagement is people-centric?</li>   <li>➤ Do you have a strong command over English language along with proficiency in Hindi?</li>   <li>➤ Are you well versed in conceptualizing, compiling, and putting together papers, presentations, techno- legal/ commercial documents, proposals, etc.?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No

**Languages known: (Pl tick whichever is applicable)**

Language	Write	Read	Speak
English			
Hindi			
Other (.....)			
Other (.....)			

**Disclaimer**

I certify that the above information is true and complete to the best of my knowledge and belief. If this application leads to employment, I understand that false or misleading information given by me in my application or interview may result in disqualification of my candidature.

**Signature with Date** \_\_\_\_\_

**The following documents should be enclosed along-with this application form.**

1. Recent passport size colour photograph of the candidate.
2. Latest CV
3. Certificates (documentary proof of above statement(s))