



DTU-IIF

DTU INNOVATION AND INCUBATION FOUNDATION

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

DELHI TECHNOLOGICAL UNIVERSITY

(Estd. By Govt. of NCT of Delhi vide Act 6 of 2009)

Inviting Applications for Incubation Operations Manager for DTU-IIF, Section 8 Company

DTU Innovation and Incubation Foundation (DTU-IIF), is a subsidiary non-profit company of Delhi Technological University, Main Bawana Road, Shahbad Daulatpur, Delhi-110042. DTU-IIF focused on start-ups and innovations is currently established at DTU, under Delhi Government. Applications are invited for the Incubation Operations Manager of this Incubation Centre and details for the same are as follows:

JOB DESCRIPTION:

- Facilitate the entire incubation process for startups; from selecting, on-boarding and managing the process.
- Taking care of the entire co-working space as a community manager.
- Work closely with the incubated start-ups and using the co-working space in identifying their needs and addressing them with right support
- Take part in the Due Diligence activities as a part of screening process of the startups
- SPoC for startups on-boarded for Incubation
- Responsible for MOM, committee coordination, conducting meetings.
- SPoC with industry experts & mentors
- Managing schedule of incubation & promotional activities and programs
- Keeping and managing track of compliances/and legal aspects of start-ups & incubation Centre including regulatory and legal matters.
- Co-ordination with other stake-holders for smooth functioning
- Creating/Managing database of contact network
- Managing events and programs of students and outside community
- Supporting and managing MBA-IEV & FBE process

Essential Qualification:

Any Post Graduate (preferably MBA or PGDBM in Entrepreneurship/Masters degree in any discipline; with preferably a specialization in Entrepreneurship/venture development/ MBA-IEV or equivalent or related areas in management) from a recognized University with 3 to 5 years of work experience in relevant field preferably in Startup Incubation Ecosystem, or administration in educational institution having incubator, with experience in facility management, regulatory matters, finance, etc.

Age Limit

In all conditions, the maximum age of the applicant on the date of 23rd August 2022 shall not exceed **50 years**.

Note:-

The Incubation Operations Manager shall hold this position initially for a period of one year which shall be extended every year upto three years from the date he/she enters upon the office.

REGISTERED ADDRESS: MAIN BAWANA ROAD, SHAHBAD DAULATPUR, DELHI, North West, Delhi, India, 110042
Phone No.: +91-11-27852207 (Direct), Extension: 2801, email: dtu.iif@gmail.com & dtuiif@dtu.ac.in
CIN: U74999DL2016NPL305531



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Salary:

Rs. 6,60,000.00 to Rs. 9,60,000.00 per annum as per credentials of the candidate (However higher salary is negotiable as per credentials of the candidate subjected to the approval of the Competent Authority).

SELECTION PROCESS:

1. Received applications will be scrutinized by the designated committee constituted by the Competent Authority.
2. Eligible candidate based on the scrutinization process shall be called for written examination/presentation cum personal interaction with selection committee.
3. The selected candidate shall be informed about the result through email and result shall be displayed on the University website.

How to Apply:

The candidates who are interested to apply for the post of Incubation Operations Manager are required to apply online through DTU website under the head “Jobs”. They are also required to send the duly filled application form in original, along with the desired/relevant documents to the office of the **DTU Innovation and Incubation Foundation (DTU-IIF) 3rd floor Central Library Building, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 latest by 23.08.2022 till 5.00 PM**. There shall be no application fee. The candidates should also fill the Google form on the link:

Link: <https://forms.gle/NyWKXSLWsjLanoJV9>

Chief Executive Officer