

## **ASHINE (Association for Harnessing Innovation and Entrepreneurship)**

### **Recruitment for the post of CEO/Incubation Manager under TBI**

#### **Brief on ASHINE**

SVNIT Surat in association with Department of Science and Technology (DST), Government of India, has established a NIDHI-TBI (Technology Business Incubator) named ASHINE (Association for Harnessing Innovation and Entrepreneurship). ASHINE which is a section 8 (not-for-profit) company aims to promote entrepreneurial activity on SVNIT campus and commercialization of R&D efforts across all disciplines of Engineering and Technology including Energy, Environment and Manufacturing. It also extensively undertakes preincubation activities for SVNIT students under the SSIP policy of Government of Gujarat. It also envisions to develop incubation activities in other sectors in coming years with support from various government/semi government and private entities.

The following posts are required to be filled at ASHINE under TBI:

- 1 Chief Executive Officer
- 2 Incubation Manager

Location of the job is SVNIT campus, Surat, Gujarat, India, and familiarity of the applicant with the city and surroundings will be preferred. Above posts are purely contractual, initially for a period of three years extendable further based on the performance.

#### **1 CHIEF EXECUTIVE OFFICER (CEO)**

##### **1.1 Role**

The CEO shall be responsible for developing a self-sustaining incubation model at SVNIT Surat. He will be the prime interface between budding entrepreneurs and ASHINE. CEO shall be responsible for managing the operations, planning, marketing and the development of the Technology Business Incubator, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices in order to convert TBI into a world-class hub for solving technological and societal problems.

##### **1.2 Functions**

- Overall planning, resource mobilization and allocation, and operations of ASHINE.
- Build and manage physical infrastructure for ASHINE.
- Identify and attract incubates, seeking applications for potential start-ups and screening and evaluation of qualified applications. Extend incubates or start-ups with support system necessary for business incubation activities.

- Developing and delivering revenue generating activities for ASHINE in line with the overall mission that may include short term and long term programmes in entrepreneurship domain, training programmes, and capacity building programmes for both corporate, and budding entrepreneurs.
- Plan various workshops/seminars/events/webinars/summits/hackathons for incubates, students and other stake holders
- Maintaining the records concerning financial transactions, tax related matters and existing asset management. Annual compliances in form of internal audits, statutory external audits through the officially appointed auditor, and CAs.
- Working with the Government organisations/industries/funding agencies/ other incubators to provide funding to entrepreneurs
- Facilitate networking with Mentors, experts, consultants, investors, speakers and advisors and government officials for various training/selection/mentorship programs for the incubatee companies and students.
- Marketing of developed technologies, filing IPR/Patent and monitoring of TBI and Incubates
- Tapping CSR funds from corporate to support research and innovation.
- Sign MoUs and build networks with key partners that will strengthen ASHINE

### **1.3 Eligibility Criteria**

- The applicant must have a bachelor's/master's degree in Engineering/Technology preferably with an MBA from a reputed Institution. He must have at least 6 years of overall work experience, with at least 2 years of experience in the start-up sector, either as a start-up founder / co-founder / core team member and / or as a stakeholder of start-up ecosystem or in managing/administering a similar type of incubator
- He must have clear understanding of local, national and global start-up ecosystems and the ability to find ways to collaborate with ecosystem stakeholders for advancing the objectives of ASHINE.
- He must possess a strong command on English language, preferably with suitable proficiency in Hindi and Gujarati languages. He is expected to be well suited in conceptualising, compiling, and putting together papers, presentations, documents, proposals, etc.
- He must have demonstrated interest to interact and connect with people and should preferably have a strong professional network in corporate/startup ecosystem

### **1.4 Remuneration**

Depending on qualification/experience, selected candidate will be receiving remuneration in the range of Rs. 15-18 Lakhs per annum (all inclusive).

## **2 INCUBATION MANAGER**

### **2.1 Role**

Incubation Manager shall coordinate with Executive Management in helping setup infrastructure, process and program for a strong Incubation offering. He shall extensively work with students, Faculty and alumni to ensure entrepreneurship and innovation become an integral part of overall system. He shall be responsible for executing various activities and programs for startups and students. He shall undertake activities for building and shaping brand image of ASHINE. In addition, any other job assigned by CEO and ASHINE management.

### **2.2 Functions**

- Attract, Identify and select potential incubates/startups for the incubation program
- Define, build and finalize client agreements and all other compliance work around incubators and startups
- Assist startups in the areas of strategy, business plan development, market analysis, company registrations
- Understand requirements of startups and build a mentoring relationship through the mentor pool, Define deliverables, their timelines and monitor progress of startups
- Assist in maintaining relationships with ecosystem enablers, investors, Government bodies, service companies, local industries and institutes
- Design and implement outreach efforts/events, manage digital media presence
- Develop and maintain laboratory and computation facilities
- Maintain financial and administrative records

### **2.3 Eligibility Criteria**

Applicant must have bachelor's/master's degree in Engineering/Technology preferably with an MBA from a reputed Institution with 3-4 years of relevant experience. Preference would be given to prior experience at similar incubator or investment firms. He must demonstrate an excellent track record of running programs and managing people with sound ability to analyze businesses and their potential growth. Experience with Startup Ecosystem or been a founder or initial employees of startup will be preferred. Skills in documentation and proficiency in English is an added advantage

### **2.4 Remuneration**

Depending on qualification/experience, selected candidate will be receiving remuneration in the range of Rs. 5-6 Lakhs per annum (all inclusive).

### **3.0 General Terms/Instructions/Information**

- The post is purely temporary and will be offered initially for a period of three years and likely to be renewed on satisfactory performance.
- Candidates are advised to give specific, relevant, correct and full information. All original certificates/documents in support of information furnished in the resume/bio-data must be produced at the time of interview failing which you may be disqualified for appearing interview.
- The application may be supported by TWO recommendation letters of leading persons in the relevant area of expertise. Further, candidates may also include a separate sheet describing their vision and activity plan they would like to carry out immediately in first year for overall development of ASHINE.
- ASHINE can verify the certificates/documents submitted by a candidate before appointment, at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has suppressed any information, then his/her services shall be terminated. If it is found at a later date that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.
- ASHINE reserves the right to cancel this advertisement/recruitment in whole or part without assigning any reason at any stage of recruitment process or consider applicant for any lower position. ASHINE also reserves the right to place a limit on the total number of candidates to be called for written test/or interviews. The decision in this regard will be final and binding to the applicant. Only shortlisted candidates will be contacted/informed about the date of test/presentation/interview.
- All correspondence shall be made by email only.
- The date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of application that is 24/06/2019.
- Canvassing in any form or bringing outside influence will disqualify the candidates for being considered for the position.

### **4.0 Application Procedure**

Interested candidates must submit application on plain paper with detailed resume and other credentials/certificates by **24/06/2019, 5:00 PM** with subject line on cover: “**Application for the post of \_\_\_\_\_ for ASHINE**” to the following address:

**The Member Secretary, ASHINE**

**C/o, The Director, S V National Institute of Technology,**

**Ichchhanath, Surat -395007, Gujarat**

An advance copy may be sent to [ashine@svnit.ac.in/](mailto:ashine@svnit.ac.in) [ashine.svnit@gmail.com](mailto:ashine.svnit@gmail.com)