

Atal Incubation Centre– Jawaharlal Nehru University Foundation for Innovation (AIC-JNUFI)

JNU/AIC-JNUFI/Recruitment/2024/002

Atal Incubation Centre-Jawaharlal Nehru University Foundation for Innovation AIC-JNUFI a ‘not for profit’ Company of Jawaharlal Nehru University (JNU), invites applications for AIC-JNUFI established at JNU, New Delhi. More details about the organization is available at www.aicjnufi.org

1] Manager: 01 Position

AIC-JNUFI, supported by Atal Innovation Mission, NITI Aayog, aims to support and encourage innovative technology-based start-ups offering technology support and guidance through its academic mentors and experts, state-of-the-art infrastructure and networking through JNU and its alumni.

Sr. No.	Position	Qualification/Experience	Age	Remuneration
1.	Manager (Marketing and Business Development)	Eligibility: Mandatory: Master’s in Science and Technology, Management, Pharmaceuticals, Healthcare, Engineering, Agriculture. Desirable: Two years of experience in Business Development in Innovation / Incubation in Government Programs related to Innovation, Incubation, Startup, Entrepreneurship, Skill development.	Not more than 35 years	Rs. 67,500/- per month (consolidated)

Application deadline: By email and hard copy by **2 August 2024, 5:30 PM**

SCOPE OF WORK

MANAGER (Marketing and Business Development)

1. The manager will assist start-ups in the areas of strategy, business plan development, market analysis, company registrations & define deliverables, their timelines and monitor progress of start-ups.
2. The manager will create plans to promote AIC-JNUFI to attract the best start-ups and design, execute, support & implement outreach programs, events & training activities.
3. The manager will be responsible for managing the outreach communications such as website, portal, newsletter, social media and digital marketing etc.
4. The manager will prepare all required reports and maintain a comprehensive set of records on all incubates/start-ups, their activities, and staff (day-to-day services) involvement for the facility.
5. The manager should be willing to travel, if required.
6. The manager will assist the CEO in preparing reports, as and when required.
7. The manager will be responsible for planning events/conferences/meetings designed to support incubates/start-ups.
8. The manager will comply with any work assigned by the Competent Authority, AIC-JNUFI.

GENERAL INFORMATION AND INSTRUCTIONS

1. The above-mentioned positions will be purely on contractual basis for 12 months initially and may be renewed further subject to satisfactory performance every year up to maximum 2 years.
2. The engagement will be terminable from either side, with 15 days notice or salary in lieu thereof.
3. The Interested candidates may submit their candidature in the prescribed application form along with detailed bio-data and self attested photo copies of educational qualification and experience.
4. Hard copy of application form in the prescribed proforma along with detailed bio-data and self-attested copies of educational qualifications and experience should reach “Room No 201, AIC-JNUFI office, Convention Centre,

Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067 through registered/speed post on or before 5:30 PM, 2 August 2024

5. Applications received after the last date due to postal delay or any other reasons will not be considered.
6. Candidates are also required to make a single pdf file of the submitted application form along with detailed bio-data and self attested copies of educational qualifications and experience and send the same by email to the Coordinator, AIC-JNUFI at email: coordinator-iai@jnu.ac.in on or before 5:30 PM, 2 August 2024
7. Candidates employed in Govt./Autonomous Bodies/PSUs service should send their applications through proper channels. In case, the original application routed through the proper channel is likely to be delayed, a photocopy of the application should be sent in advance so as to reach the above mentioned addressee on or before 5:30 PM, 2 August 2024. All such candidates are required to produce 'No Objection Certificate' at the time of interview.
8. All the original documents in support of the eligibility will have to be produced at the time of interview for verification
9. No TA/DA will be provided, and the candidate has to bear all the expenses for attending the interviews.

SELECTION PROCESS AND TERMS

1. Applicants will be shortlisted by an expert committee from all the applications received. The screening of the application will be performed on the basis of eligibility criteria and work experience as mentioned in the advertisement. Shortlisted candidates will be invited for a personal interview by a duly constituted selection committee.
2. The selected candidate will be informed separately. A formal offer letter will be offered to the selected candidates. The selected candidate will be required to join within 30 days of the date of the offer by AIC-JNUFI.

For any queries, please write to [**coordinator-iai@jnu.ac.in**](mailto:coordinator-iai@jnu.ac.in)
Prof. K. Natarajan,
Coordinator, AIC-JNUFI