



# Mahatma Gandhi University

## NOTIFICATION

Applications are invited for the following posts at **MGU Innovation Foundation**- a special purpose vehicle formed with the support of RUSA funding of MHRD to act as a business innovation ecosystem for promoting startups. The appointments are on consolidated pay and on contract basis for one year. Renewal of contract is based on performance.

Detailed description on the jobs are attached.

The self-prepared application along with supporting documents may be submitted through e-mail to: [mguif2020@gmail.com](mailto:mguif2020@gmail.com) on or before 29.05.2020 12 PM.

Priyadarsini Hills

19/05/2020

Sd/-

For MGU Innovation Foundation

## JOB DESCRIPTORS

Title of the position	Roles and Responsibilities	Qualifications Required	Skills Required
<p>1. Technical Projects and Operations Head  (1 No.)</p>	<p>1. Identify opportunities and build networks that match the requirements of innovation and incubation ecosystem.</p> <p>2. Responsible for identifying and developing projects, providing project planning and project execution within defined budget and timelines.</p> <p>3. Manage and lead scope changes for operations project.</p> <p>4. Manage resource assignment, work allocation and software and hardware requirements for operations project.</p> <p>5. Network with all stakeholders</p>	<p>1. B. Tech &amp; M Tech degree</p> <p>2. Familiarization in Startup Ecosystem/ building products / Networking with investors</p> <p>3. Good IT skills (C++, FORTRAN, Python, Java etc)</p>	<p>1. Ability to drive the project independently</p> <p>2. Excellent managerial, collaboration and networking skills with a positive approach to work</p> <p>3. Excellent Interpersonal and Communication skills</p> <p>4. Excellent team working skills</p> <p>5. Aptitude in writing Proposal and Report</p> <p>6. Willingness to travel</p>
<p>Consolidated pay is Rs. 45,000/-per month. Age below 35 years as on 01/05/2020. Age relaxation will be given to exceptionally brilliant candidates.</p>			

<p>2. Administrative and Incubation Programme Manager (1 No.)</p>	<ol style="list-style-type: none"> <li>1. Maintaining the work structure by updating job requirements and job descriptions for all positions</li> <li>2. Preparing the employees for assignments by establishing and conducting orientation and training programs</li> <li>3. Responsible for the general upkeep and maintenance of buildings to ensure that they meet safety standards/legal requirements and fully operational.</li> <li>4. Responsible for managing contractors and working with third party vendors.</li> <li>5. Managing facilities planning and space allotment, cancellation &amp; update of seats and facilitation to Start-ups.</li> <li>6. Leveraging partners, develop programs that enable capacity building of entrepreneurship</li> <li>7. Be an internal critic of product/startup ideas and work towards making them commercially viable.</li> </ol>	<ol style="list-style-type: none"> <li>1. Startup enthusiast having innovative ideas with PG or above, preferably a managerial qualification</li> <li>2. 6 Years of working experience in product/startup industry/ administrative role.</li> <li>3. Experience in leading teams in product development/management</li> <li>4. Experience of working with Angel investors/ Vcs is desirable</li> <li>5. Experience in skill development/ training/teaching etc is desirable</li> </ol>	<ol style="list-style-type: none"> <li>1. Excellent Verbal and written communication</li> <li>2. Good Understanding of startup/ product/ innovation culture</li> <li>3. Solid Familiarity with Emerging technologies and their impact on industry and a solid understanding of at least one industry domain such as finance, Manufacturing, tourism, information technology, Healthcare etc.</li> <li>4. Good IT skills</li> <li>5. A self-starter and fast learner who is able to multi-task</li> </ol>
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	<p>8. Oversee and track the execution of all intervention programs</p> <p>9. Manage the list of all startups (pre-incubation and incubation) coming out of the MGUIF network</p> <p>10. Manage the MGUIF portal</p> <p>11. Build the tracking systems and info documents to manage all MGUIF activities and programs.</p>		
<p>Consolidated pay is Rs. 45,000/-per month.  Age below 42 years as on 01/05/2020.Age relaxation will be given to exceptionally brilliant candidates.</p>			

<p>3. Accounting Assistant (1 No)</p>	<p>1. Processing and recording transactions 2. Managing the accounts, updating ledgers and keeping records of all payments 3. Preparing financial reports and budgets 4. Fielding communications with clients and vendors. 5. Assisting with audits, fact checks, and resolving discrepancies.</p>	<p>1. B Com with certification in TALLY ERP 2. Previous experience in accounting practices in a company/ public firm is desirable</p>	<p>1. Knowledge in Accounts/Finance. 2. Proficiency with computers and bookkeeping software, strong typing skills. 3. Exceptional time management and verbal and written communication skills. 4. Ability to multitask and remain motivated and positive</p>
<p>Consolidated pay is Rs. 18,000/- per month <b>Age – Below 35 years as on 01/05/2020</b></p>			