



MGU INNOVATION FOUNDATION

(Section 8 Company under the Companies Act, 2013)

MAHATMA GANDHI UNIVERSITY

Priyadarsini Hills, Kottayam – 686560

Website: www.mguif.org

Phone: 0481 2992684



No: MGUIF/HR/AD/003/2022-23

Date: 07-02-2023

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 is attached.

The self-prepared application along with supporting documents may be submitted through e-mail to info@mguif.com on or *before 28th February 2023*.

*Complete the application with following link: <https://forms.gle/u1GYHJaAXxvaWLMv6>



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Managing Director MGUIF

Prof. (Dr.) SABU THOMAS
CHAIRMAN
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JOB DESCRIPTORS

Title of the position	Roles and Responsibilities	Qualifications Required	Skills Required
<p>1.Customer Relations Executive (CRE) (1 No.)</p>	<ol style="list-style-type: none"> 1. Keep front desk tidy and presentable with all necessary material 2. Greet and welcome guests 3. Answer questions and address complaints 4. Receive letters, packages etc. and Prepare outgoing mail by drafting correspondence, securing parcels etc. 5. Monitor office supplies and place orders when necessary 6. Keep updated records and files 7. Monitor office expenses and costs 8. Take up other duties as assigned (travel arrangements, schedules etc. 	<ol style="list-style-type: none"> 1. Startup enthusiast having innovative ideas with PG, preferably a managerial/Professional qualification. 2. Two years of working experience in similar product/startup industry/hub. 	<ol style="list-style-type: none"> 1. Excellent Verbal and written communication 2. Good IT skills 3. A self-starter and fast learner who is able to multi-task
<p>Consolidated pay is Rs.16,000 /-per month, which is subject to review after six months.</p>			
<p>Age below 30 years as on 01/02/2023. Age relaxation will be given to exceptionally brilliant candidates.</p>			