



**DST-inclusive Technology Business Incubation-GGV**  
**Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)**  
(A Central University with NAAC A++ Grade)  
Koni, Bilaspur-495009 Chhattisgarh, India

**Ref:** 316/CSE

**Dated:** 18-06-2024

**Advertisement for the Position of CEO & Other in DST i-TBI-GGV (On Contract Basis)**

DST i-TBI-GGV is the Technology Business Incubator established at Guru Ghasidas Vishwavidyalaya (A Central University), Bilaspur under Department of Science and Technology's NIDHI-TBI Scheme (National Initiative for Developing and Harnessing Innovations) provide an ecosystem for startups to turn ideas into products that are commercially viable. Located in the Bilaspur city of Chhattisgarh, DST i-TBI-GGV will objectively support technology based entrepreneurs and start-ups focused on the enterprises, ideas and technologies, the energy, cleantech, EV, AI/ML, IoT and cybersecurity sectors which can create a positive impact on society.

We are looking to build a passionate team to manage various roles at i-TBI GGV and are seeking experienced candidates to fill the following posts:

**1. Chief Executive Officer (CEO)**

Name of Position	Chief Executive Officer (01)
No. of Position	01 (One)
Essential Qualification	A Bachelor's degree in Engineering in any branch with 50-% marks at each level or of equivalent Grade Point Average from recognized reputed academic institute.  OR  First class Post graduate degree (Preferable an MBA in operation/Production/Entrepreneurship development/business management)
Essential Experience	Minimum 05 years of experience as an Entrepreneurship/ Start-up activities, Innovation/Skilling, Project Management in a reputed State/National Agency/Institute/ incubation centre. Or Minimum five years Experience in operation/management of Small Scale Industry/plant as entrepreneurship/ product development/handling technical aspects/Innovation with relevant field.  Good command in computing, word-processing, data management and internet skills. Excellent communication & Interpersonal.
Age Limit	45 years (Relaxable for exceptional deserving candidate)
Roles/Responsibility  (But not limited to this)	Designing & managing Incubation and Acceleration programs  Qualify and evaluate applicants and support selected start-ups for creativity, innovation, acceleration, and investment stage.  Manage the day-to-day interaction with the start-up incubatees and support them for fundraising activity.

	<p>Ensure all diligence and financial requirements are duly met as per requirements of Govt Agencies, IT Dept and Commissioner of Charities.</p> <p>Preparing presentations and reports for Board Meetings.</p> <p>Undertake other relevant activities assigned for the project and assigned by supervisor.</p>
Remuneration	Rs 1,00,000/- per month (fixed)

## 2. Incubation Manager

Name of Position	Incubation Manager
No. of Position	01 (One)
Essential Qualification	<p>A Bachelor's degree in Engineering in any branch with 50 % marks at each level or of equivalent Grade Point Average from recognized reputed academic institute.</p> <p>OR</p> <p>First class Diploma in any stream with master degree in any course with 50% at each level or of equivalent Grade Point Average.</p>
Essential Experience	<p>Minimum 03 years of experience as an Entrepreneurship/ Start-up activities, Innovation/Skilling, Project Management in a reputed State/National Agency/Institute/ incubation centre.</p> <p>Or</p> <p>Minimum three years Experience in operation/management of Small Scale Industry/plant as entrepreneurship/ product development/handling technical aspects/Innovation with relevant field</p> <p>Knowledge of computer operation. Excellent communication &amp; Interpersonal</p>
Age Limit	40 Years (Relaxable for exceptional deserving candidate)
Roles/Responsibility  (But not limited to this)	<p>Designing &amp; managing Incubation and Acceleration programs</p> <p>Qualify and evaluate applicants and support selected start-ups for creativity, innovation, acceleration, and investment stage.</p> <p>Manage the day-to-day interaction with the start-up incubates and support them for fundraising activity.</p> <p>Ensure tight management of milestones and progress of entrepreneurs and start-up companies.</p> <p>Understanding of basic finance and accounts, grant management and PFMS reporting.</p> <p>Preparing presentations and reports for Board Meetings.</p> <p>Coordinate other incubates to ensure smooth operations of the incubator.</p> <p>Undertake other relevant activities assigned for the project and assigned by supervisor.</p>
Remuneration	Rs 40,000/- (fixed)

### 3. Incubation Associate

Name of Position	Incubation Associate
No. of Position	01 (One)
Essential Qualification	<p>A Bachelor's degree in Engineering in any branch with 50 % marks at each level or of equivalent Grade Point Average from recognized reputed academic institute.</p> <p>OR</p> <p>First class Diploma in any stream with master degree in any course with 50% at each level or of equivalent Grade Point Average.</p>
Essential Experience  (But not limited to this)	<p>Minimum 02 years of experience as an Entrepreneurship/ Start-up activities, Innovation/Skilling, Project Management in a reputed State/National Agency/Institute/incubation centre.</p> <p>Or</p> <p>Minimum Two years Experience in operation/management of Small Scale Industry/plant as entrepreneurship/ product development/handling technical aspects/Innovation with relevant field</p> <p>Knowledge of computer operation. Excellent communication &amp; Interpersonal.</p>
Age Limit	40 Years (Relaxable for exceptional deserving candidate)
Roles/Responsibility	<p>Good understanding of technological entrepreneurship ecosystem in the areas of Energy, Cleantech, EV, IoT, Big Data, AI, Blockchain and related sectors.</p> <p>Qualify and evaluate applicants and support selected start-ups with product development, testing and validation in the areas of Energy, Cleantech, EV, IoT, Big Data, AI, Blockchain and related sectors.</p> <p>Plan, design and execute innovation based programs including hackathons, innovation challenge, boot camps and business pitch events in the above thematic areas.</p> <p>Coordinate with industry and corporate entities in Energy, Cleantech, EV, IoT, Big Data, AI, Blockchain and related sectors for providing products and solutions to incubated start-ups at pro-bono basis through strategic collaborations.</p> <p>Coordinate with PI-Coordinator, CEO, Incubation Manager and IT Finance Associate to ensure smooth operations of the incubator.</p> <p>Undertake other relevant activities assigned for the project and assigned by supervisor/CEO.</p> <p>Develop and execute strategy for outreach, hunting, attracting and on boarding deserving and qualified innovative entrepreneurs and start-ups from identified domains/sectors.</p> <p>Actively support development, production and management of marketing collaterals and its content development.</p> <p>Daily management of marketing channels, executing paid, social media and content distribution campaigns keeping a close eye of the performance metrics and related budgets.</p> <p>Bring new ideas and support inbound and outbound lead generation campaigns, events, bootcamps, etc.</p> <p>Ability to attract CSR funding from Corporate and relevant entities.</p>

	Coordinate with PI-Coordinator, CEO, Incubation Manager and IT Finance Associate to ensure smooth operations of the incubator.
Remuneration	Rs 40,000/- (fixed)

#### 4. IT Finance Associate

Name of Position	IT Finance Associate
No. of Position	01 (One)
Essential Qualification	<p>A Bachelor's degree in Engineering in any branch with 50 % marks at each level or of equivalent Grade Point Average from recognized reputed academic institute with MBA (Finance) with 50% marks in aggregate</p> <p>OR</p> <p>First class B.Com/BBA along with MBA (Finance) with 50% marks in aggregate.</p> <p>OR</p> <p>First class Master degree in Commerce/ Computer Application (MCA)/MSc in Comp Sc/ IT</p>
Essential Experience	<p>Minimum 01 years of experience in handling Account/Finance /IT support in industry/Educational Institute/College/University.</p> <p>Knowledge of computer operation. Excellent communication &amp; Interpersonal Skill</p>
Age Limit	35 Years
Roles/Responsibility (But not limited to this)	<p>Ensure accurate and appropriate recording of disbursements of Project funds; maintaining the set of books required according to Organization and regulatory guidelines.</p> <p>Ensuring proper documentation &amp; recording of financial transactions, prepare and submit a regular report on annual &amp; quarterly basis including budget revisions based on corresponding line-item budgets approved by NIDHI TBI.</p> <p>Preparation of payroll and general voucher of salaries and other documentary requirements for disbursements.</p> <p>Manage entries of expenditure and other relevant details on PFMS portal. Ensure data is regularly updated on PFMS portal.</p> <p>Establish a record of management system for the project both in paper and electronic.</p> <p>Ensures project compliance with applicable internal and external requirements.</p> <p>Undertake other relevant activities assigned for the project and assigned by supervisor.</p>
Remuneration	Rs 50,000/- (fixed)

## 5. Admin Assistant

Name of Position	Admin Assistant
No. of Position	01 (One)
Essential Qualification	A Bachelor's degree in any stream with 50% Marks aggregate.
Essential Experience	Two year Relevant administrative Experience in educational institute/College/University.  Knowledge of computer operation.
Age Limit	35 Years
Roles/Responsibility  (But not limited to this)	Ensure proper documentation related to TBI-GGV are maintained in hard files (update to be given weekly) and soft copies. Coordinate with CEO and IT Finance Associate in submitting and collecting relevant documents related to TBI-GGV from Auditors Office and other Government Offices (update to be given monthly)  Scanning and documentation of financial documents and submission of same to Finance Officer (update to be given weekly)  Maintenance of register assigned for consumables, branded items at TBI-GGV (update to be given monthly) Coordinate with CEO and Incubation Manager to call, discuss and collect relevant data from startup incubates (update to be given monthly)  Coordinate with PI-Coordinator, CEO, Incubation Manager and IT Finance Associate to ensure smooth operations of the incubator  Maintain fixed & Consumable Asset Register for TBI.  Coordinate with PI-Coordinator, CEO, Incubation Associate and IT Finance Associate to ensure smooth operations of the incubator.  Undertake other relevant activities assigned for the project and assigned by supervisor.
Remuneration	Rs 20,000/- (fixed)

### **General Information for the applicant**

- 1) Only citizens of India are eligible for apply.
- 2) Separate application is required for each post by email in prescribed format.
- 3) Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. applicant should ensure that they fill in the correct information.
- 4) Applicants are required to apply in prescribed format given in Annexure-A (typed written only) and enclose scan copies of all relevant documents/certificates etc. in file pdf file. Application received in any other format shall not be considered.
- 5) The post listed in this advertisement is purely temporary position on contract basis. All mentioned posts are for a period of three years; subject to a six month satisfactory performance review under DST i-TBI-GGV project of DST, Govt. of India stationed at Bilaspur (C.G) (till funding availability or till the end of project, whichever is earlier).
- 6) 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.

- 7) DST i-TBI GGV 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 later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.
- 8) The appointment of the selected candidate shall initially be for a period of one year, subject to renewal annually, based on the performance, attitude and conduct of the candidate, and the decision for the same would be made by the Governing Board/University/DST New Delhi.
- 9) The remuneration as mentioned is for the period of three years only (as per the guidelines of the NIDHI DST i-TBI scheme and increment of 10/% yearly may be considered) after which the CEO and other staff members of the i-TBI would ensure that the company is made self-sufficient in generating funds through equity, startup fee etc and through other funding mechanisms, to meet all the recurring and non-recurring financial requirements of the TBI.
- 10) After three years, the CEO must aim to convert the facility into a full-fledged incubator/technology business incubator and explore scale up opportunities from different funding agencies such as AIM, MEITY, DBT, etc including DST for NIDHI iTBI scheme. The CEO would aim to make this centre self-sustainable as this shall be a key evaluation parameter for scale up grant.
- 11) DST i-TBI-GGV reserves the right to cancel this advertisement/recruitment in whole or part without assigning any reason at any stage of recruitment process. DST i-TBI-GGV also reserves the right to place a limit on the total number of candidates to be called for 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.
- 12) The Screening committee shall shortlist the eligible/desirable candidate to be called for interview/presentation.
- 13) Persons employed in Government/Semi-Govt/Autonomous body must apply through Proper channel or must produce No Objection Certificate at the time of interview failing which he/she will not be allowed to appear in interview/presentation.
- 14) The crucial date for determining the age limit shall be the closing date for receipt of application by email.
- 15) All candidates, irrespective of category may be considered against UR vacancies, subject to fulfilment of eligibility criteria prescribed for UR candidates.
- 16) All correspondence shall be made by email only.
- 17) Applicants are required to visit/check the email/website of GGV time to time for any update/subsequent corrigendum/addendum. Date, Time, Venue, and mode of selection process/Interview/Presentation for various stages of selection will be intimated through Website/ by email only.
- 18) The i-TBI-GGV reserved the right to restrict the number of candidates for interview to reasonable limit based on qualification and experience higher than those mentioned in advertisement.
- 19) The University strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 20) Applicants interviewed for a particular post but not found suitable may be considered for the lower post in the same area of Qualification/Experience/specialization.

- 21) The University shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful / unacceptable antecedents / background and has suppressed the said information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates / employees as per law.
- 22) In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the University/ DST i-TBI-GGV/DST reserves the right to withdraw/cancel/modify any communication made to the candidates.
- 23) Canvassing in any form or bringing outside influence will disqualify the candidates for being considered for the position.
- 24) The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.
- 25) Candidates empaneled under waitlist will be offered appointment only if the selected candidate in the select list does not join or ceases to be in employment within one year. The validity of operation of waitlist will be one year from the date of preparation of the select panel or after notifying any such recruitment, whichever is earlier.
- 26) The position is based in Bilaspur (Chhattisgarh) on contract basis. No other allowances like DA/HRA/Medical/LTC/Mobile call charges etc are admissible.
- 27) Like regular employee of university, terminal benefits like gratuity, Earned Leave Encashment, pension etc are not admissible to appointed candidate.
- 28) The candidate is required to join as soon as possible, and hence preference will be given to those who can join early.
- 29) No TA/DA and other expenses shall be given to candidate for appearing for the interview.
- 30) Shortlisted candidates would be informed through email/telephonic call and would have to appear in an interview/presentation later.
- 31) The decision of Selection Committee for appointment of incubates shall be full & final.
- 32) University/ DST-i-TBI GGV DST reserve the right to fill or not to fill the mentioned post.
- 33) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
- 34) Legal dispute if any is restricted with the jurisdiction of Bilaspur (Chhattisgarh) court only.
- 35) Last date to reach application by email is **20 July, 2024 at 05.00 PM**. No request for extension will be entertained. Application received after due date and time shall not be considered.
- 36) In case of any difficulty, applicant may contact following-

Mr. Ishwar	9131223919	<a href="mailto:ajgalley1996@gmail.com">ajgalley1996@gmail.com</a>
Mr. Dharmendra Kaushik	7987006066	<a href="mailto:srnandan.dharam@gmail.com">srnandan.dharam@gmail.com</a>

37) Application Procedure

Interested applicants must submit online application to <https://career.ggvstartupfoundation.org/> by **20 July, 2024, 05:00 pm.**

**Prof Alok Kumar Singh Kushwaha**  
Co-ordinator, DST iTBI-GGV  
Guru Ghasidas Vishwavidyalaya, Koni,  
Bilaspur-495009 Chhattisgarh, India

Scan QR to Submit Application

