

**Post Name**

Manager/ Sr. Manager- Incubation Centre (GUIITAR)

**Introduction**

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science, and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

**Roles & Responsibilities**

The recruit shall be responsible for:-

- To generate awareness on GUIITAR activities among the students.
- To plan out the activities with participation of students and faculty for the whole academic year.
- To prepare an implementation plan on the activity schedule for the whole academic year and share with the students and faculty.
- To develop a monitoring system for the effective implementation.
- To explore opportunities for participation by the students in the various competitions across the country.
- To prepare a list of experts available in the area of Entrepreneurship Development.
- To monitor the start-up and incubation activities and obtain feedback thereon.
- To liaise with Angel Investors and promote Ideas for attracting investment.
- To develop a network of start-up experts and investors for funding.
- To generate visibility of GUIITAR among the public.
- Travel to organize and produce corporate business meetings related to GUIITAR in India as well as abroad as and when required.
- Participation in the country and out of the country
- To explore opportunities to bring in funds from various funding agencies, both govt., and non-govt.
- To apply in the various start-up schemes of the govt. and other agencies.
- To develop a network with other Incubation centres in the country and out of the country.
- To disseminate information on start-up opportunities available outside the University.

## Qualifications

- Graduate or post graduate in Design/ Business Administration/ Technology or related disciplines from a recognized institution.

### **Desirable:**

- An MBA part time/full time from a recognized, accredited and reputed Institute/ University.

## Experience

An individual with impeccable track record having minimum 7 years of overall experience in the industry/ related institutions, Start-up (as Founder/Co-Founder) and/ or an enabler of Start-up, Innovation and entrepreneurship ecosystem by virtue of managing/ leading/ coordinating key activities or its flagship programmes.

## Reporting

CEO- GUITAR, GSFCU

## Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- A. The core salary
- B. PF as per applicable statutory norms
- A. Increment based on PMS score as per the PMS policy for Non Teaching staff

## Other Benefits

- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

## Selection Procedure

### **Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30.

### **Stage 2 –Personal Interview**

Interviews of the short listed candidates will be conducted by the committee members.

HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview. This case study is specially designed

**Tenure of Appointment**

to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his. /her field. The solved case study will be extensively discussed with the Selection Committee during the interview (if required).

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non Teaching staff.

**Location**

Vadodara, Gujarat.