

Job Title	Chief Executive Officer (CEO)
Number of posts	1 (One)
Essential Education Qualification	Graduate degree in Engineering / Technology (4 years BE/ BTech or equivalent) or Masters degree in Science (M.Sc) with minimum 60% aggregate marks or equivalent CGPA.
Desirable Education Qualification	Post Graduate degree in Science/ Engineering/ Technology/ Management with minimum 60% aggregate marks or equivalent CGPA.
Essential Experience	<ol style="list-style-type: none"> 1. A minimum of 8 years of overall experience after essential education qualification in at least 3 sectors of the following: <ol style="list-style-type: none"> a. Technology-based Industry/ MSME/ Corporate. b. Technology Business Incubators. c. Start-ups. d. Early-stage investments and raising funds or venture capital firms in technology sectors. e. Innovation management. f. Academic / Research Organization. 2. The candidate must understand the pain points of entrepreneurship, academic R&D sector and technology business incubation, Intellectual property, commercial dynamics and corporate laws, knowledge of General Financial Rules (GFRs), innovation and entrepreneurial ecosystem, and innovation funding. 3. Candidate must have at least two years experience of working in leadership responsibilities in Industries/ Academics/incubators and must understand board proceedings of corporate governance.
Desirable Experience	<ol style="list-style-type: none"> 1. Full-time experience as CEO of an incubation centre for startups/ entrepreneurs or a senior position in administration/management of a reputed enterprise engaged in technology/ research management, product management, and managing investments related to start-ups. 2. The candidate must have experience in multiple technological domains. 3. The candidate must have a working knowledge of Hindi.
Nature of post	The vacancy is to be filled up purely on a fixed-term basis for two years. It is extendable further subject to satisfactory performance and requirements at the Incubation Centre for one more year.
Age limit	Not more than 45 years (male candidates)/ 47 years (female candidates) as of the last date of submission of application.
Remuneration	Rs. 18 lakhs per annum (consolidated). Any performance-based annual increment and bonus (as decided by the Board of Directors) shall be in addition to this.

Job description and responsibilities

The CEO will be the administrative head of staff of AIC π -Hub. CEO along with the team works under the guidance of the Board of Directors, AIC π -Hub to execute the vision, mission, and goals of operating an incubator. The broad responsibilities of the CEO would include:

- a) Shall report to the Head, AIC π -Hub and collaborate with the Coordination Committee for Incubation Centre (CCIC) for implementation of incubation-related decisions and strategies.
- b) To lead all operations of the incubator, give it direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with relevant ecosystems to employ best practices.
- c) Create website and portal, expand, and maintain physical infrastructure and arrange value-added support services such as conducting market surveys, preparation of Bankable project reports, etc. through established procedures as approved by Atal Innovation Mission, NITI Aayog.
- d) The signing of Agreements/ contracts, Memorandum of Understanding, seed signing agreements, Incubation agreements, and other such documents on behalf of AIC π -Hub after the approval from the Board of Directors.
- e) Conduct events and inspirational programs to attract prospective incubatee (industry, start-ups, and enterprising students with a vision to start a business) and the general public.
- f) Provide necessary help, encouragement, and guidance to prospective eligible applicants to apply for incubation with business proposals and arrange screening of the applicants.
- g) Assist the incubatee in creating a sustainable, scalable & profitable business model with training and mentorship to entrepreneurs.
- h) Maintain the repository of technologies, laboratory/ workshop access and contact details of technology developers.
- i) Forge partnerships and networks with academia, industry, funding sources, existing incubators/ incubatee and others for the start-ups to leverage.
- j) To appoint the employees working at AIC π -Hub in consultation with the Head AIC- π -Hub and approval of the Board of Directors. It also includes the performance evaluation and recommendation for appropriate recommendation as deemed fit.
- k) Enable access to prototyping facilities, test beds, markets, and pilot implementation for the product/services at AIC π -Hub.
- l) Build a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.