



Navotthan Startup Foundation

(A Section 8 Company of Rajkiya Engineering College, Kannauj)
Incubation Center, Ground Floor, Innovation Incubation & Startup Cell Building,
Rajkiya Engineering College, Aher, Bela Road, Tirwaganj, Tirwa, Kannauj-
209732, Uttar Pradesh, India



Ref. No.: 07/NSF/REC Kannauj/2023-24

Date: 05/01/2024

ADVERTISEMENT FOR THE POST OF ASSISTANT INCUBATION MANAGER, PROFESSIONAL ASSISTANT AND SUPPORT STAFF FOR NAVOTTHAN STARTUP FOUNDATION

Applications are invited for the post of **one Assistant Incubation Manager (1 No.), one Professional Assistant (1 No.) and one Support Staff (1 No.)** on a purely temporary basis (for six months only, may be extended on the basis of satisfactory performance and availability of funds) in Navotthan Startup Foundation (a Section 8 Company of Rajkiya Engineering College, Kannauj, U.P., India). Interested candidates need to email their duly filled application form, scanned documents pertaining to educational qualifications, age proof, essential qualifications in a single PDF file emailing with subject marked as **“Application for the post of Assistant Incubation Manager/Professional Assistant/Support Staff for Navotthan Startup Foundation”** to the email address (iisc@reck.ac.in) latest by **31/01/2024**.

Qualification and Eligibility

1. Assistant Incubation Manager (01 Position):

The Assistant Incubation Manager shall be involved in understanding and providing for the needs of their startups. He/She should possess an experience of working in the startup ecosystem or in a startup. Building and maintaining a strong relationship with the startup founders, understanding the stage and needs of the startup and facilitating mentor interactions, resource connects, industry connects and providing access to guidance will be critical part of the role.

Roles & Responsibilities

- I. Work closely with the Manager, Incubation Center to ensure the day-to-day smooth running of the incubator.
- II. Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- III. Manage the day-to-day interaction with the Incubatees and provide continued incubation support to entrepreneurs.
- IV. Execute a rolling calendar of operational and engagement strategy for the entire community, both internally and externally, including - startups, investors, incubators, institutes, corporates, mentors, advisors, and domain experts.
- V. Support Startups and spread culture of Innovation.
- VI. Collaboration, Fundraising, Business Development for the Incubation Centre.
- VII. Forge strong Partnerships with local Industry to support incubatees and Incubation Center.
- VIII. Gathering relevant information for any grants/fundings available.
- IX. Development of content for proposal database and presentations for meetings.
- X. Write content for Social-Media, Website, Press Releases, Reports in Hindi & English.

- XI. Planning and overseeing new Marketing, Branding and Eventing initiatives.

Desired Candidate Profile

- I. Bachelor/Master's degree with minimum 2 years of relevant experience in business development.
- II. Preference will be given to Science Graduate. Preference to related experience in Business Development for incubators/ accelerators or startups or MSMEs.
- III. Candidate should have a presentable personality, excellent written and verbal communication skills, strong ability to summaries and build proposals.
- IV. Proficiency in Microsoft PowerPoint, Word, and Excel.
- V. Knowledge of Startup policies of India and Uttar Pradesh.
- VI. Excellent research, analytical and reporting skills.
- VII. Ability to meet tight deadlines and work under pressure for engagements and deliverables.

Emolument

- I. Consolidated Rs. 40,000/- per month.

2. Professional Assistant (01 Position):

Roles & Responsibilities

- I. Provide administrative support to higher-level officials and assist in managing office operations. This may include tasks such as file management, record keeping, drafting official correspondence, and maintaining databases.
- II. They may be responsible for data entry, document verification, and maintaining various records and registers within their department.
- III. To handle routine clerical tasks, such as sorting and distributing mail, answering phone calls, responding to basic inquiries, and maintaining office supplies

Desired Candidate Profile

- I. Graduation in any stream
- II. Basic content writing skill
- III. Must have knowledge of basic digital designing/ graphic designing tool like Photoshop/ Coral draw/ Illustrator etc.
- IV. Proficiency in Microsoft PowerPoint, Word, and Excel

Emolument

- I. Consolidated Rs. 25,000/- per month.

3. Support Staff (01 Position):

Roles & Responsibilities

- I. Provide administrative support to higher-level officials
- II. Office Management
- III. Basic Computer hardware management
- IV. Dispatch and entry of files and letters

Desired Candidate Profile

- I. Intermediate with basic computer hardware knowledge
- II. Presentable and good interaction skill

Emolument

- I. Consolidated Rs. 15,000/- per month.

Terms and Conditions:

- 1. The above position is on purely temporary basis, for six months only and may be extended on the basis of satisfactory performance and availability of funds in the Incubator.
- 2. The appointment can be terminated with one-month prior notice given by the Incubation Center. Similarly, the candidate can also give prior notice of one month before leaving the job or has to deposit one-month's emolument.
- 3. Candidates are required to appear for the interview with a copy of the application form, two passport size photos, curriculum vitae, testimonials, and all relevant original certificates with one set of self-attested photocopies of the testimonials.
- 4. No TA/DA is permissible for appearing in interview.
- 5. Mere, possessing the prescribed qualification or meeting minimum eligibility criteria doesnot ensure that the candidate would be called for Interview. The Candidates will be shortlisted on the basis of merit, relevant experience and need of the Incubator. Shortlisting criteria may be higher than the minimum eligibility criteria.
- 6. Selected candidates will not be permitted to claim for any regular/part time appointmentsin this company or any other company during this period.
- 7. Any misinformation in the application form will disqualify the candidature.



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209732, Uttar Pradesh, India



ADVT. REF. NO. DATE.....

APPLIED FOR THE POST

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Attach Passport
Size Self- Attested
Photograph

NAME OF CANDIDATE (in Block letter):						
FATHER'S NAME :						
DOB :						
AGE AS ON CLOSING DATE OF THE APPLICATION (Attach proof):						
CATEGORY:						
ID NO. OF ANY GOVERNMENT ISSUED ID CARD: (Attach copy)						
CORRESPONDING ADDRESS:						
CONTACT NUMBER & E-MAIL ID:						
QUALIFICATION: *(ATTACH CERTIFICATES ALSO)	Sl. No.	Name of the Examination	Board / University	% of Marks	Year	Division
	1	10th				
	2	12th				
	3	Graduation				
	4	Any Other (Pls specify)				
WORK EXPERIENCE (IN DETAIL): (Attach Certificate(s) also)						
Any other relevant information:						

***Please enclose relevant self-attested certificates. (Need to carry the originals along with self-attested copies during interview)**

UNDERTAKING

I understand that this post is on purely temporary basis for the Navotthan Startup Foundation. I declare that the above particulars are correct to the best of my knowledge and belief. I understand that action can be taken against me if above information are found to be incorrect.

Place:

Date:

SIGNATURE OF THE CANDIDATE