

ANDC inSTART FOUNDATION

[Section 8 Company, Limited by Guarantee and not having Share Capital under The Companies Act, 2013] formed by

Acharya Narendra Dev College (University of Delhi)

(ANDC inStart FOUNDATION was established by the college with Grant received from Govt. of NCT of Delhi)

No. F.ANDC inStart /Recruitment/Staff/2017-1

Dated: 28 September, 2017

EMPLOYMENT NOTICE

ANDC inStart Foundation (AIF)(A Section 8 Company under the Companies Act - 2013) is promoted by Acharya Narendra Dev College(ANDC), University of Delhi with a grant from the Government of the National Capital Territory of Delhi (GNCTD) to create a culture of entrepreneurship, start-ups and intellectual property creation that leads to value creation, employment and causes social and economic good.

ANDC inStart Foundation, invites applications to fill up the following posts for this company

- a. Chief Executive Officer(CEO), Salary between Rs. 18lakh-Rs.30 lakh per annum.
- b. Office Executive, Salary between Rs.40000/--Rs.60000/- p.m.
- c. Receptionist, Salary between Rs.25000/--Rs.30000/- p.m.
- d. Attendant, Salary between Rs.15000/--Rs.20000/- p.m.

Salary offered will be as per the credentials of the candidate.

1. Chief Executive Officer(CEO)

Educational/Professional Qualification and Experience:

- a. Graduate degree with minimum of 10 years of work experience or having a Masters degree with a minimum of 7 years of work experience in commercial / consulting environment.
- b. Age limit up to 45 years

- c. Prior experience of working at an investment firm, venture capitalist funding, angel networking, incubator, collaborating with a start-up, any entity engaged in entrepreneurship development will be an added advantage
- d. Good communication, team building and listening skills are top pre-requisites.
- e. Strong ability to build ecosystems, collaborate with stakeholders, connect people and events and ability to use technology to accelerate sharing of information is critical.
- f. Proven track record of managing large projects
- g. Good financial management ability and a demonstrated ability to manage with financial responsibility are imperative.

Job responsibilities of the CEO:

- Identify and select potential incubatees/startups for the incubation program.
- Analyze financial statements, forecasts and funding requirements of each potential startup.
- Define, build and finalize client agreements.
- Assist startups in the areas of strategy, business plan development, market analysis, company registrations.
- Understand requirements of startups and build a mentoring relationship through the mentor pool.
- Define deliverables, their timelines and monitor progress of startups
- Develop and maintain relationships with investors, Government bodies, service companies
- Submit plans for CapEx and OpEx to competent authority(ies).
- Promote AIF to attract the best startups and help build and shape the brand image
- Ability to independently lead and execute projects
- Ability to thrive in a fast paced, dynamic start-up environment
- Excellent organizational, interpersonal and communication skills.
- Willingness to travel as needed.

Salary and Perks:

Rs. 18.00 Lakhs – Rs. 30.00 Lakhs per annum plus perks decided by the Board of Directors of the Company, as per the credentials of the candidate.

Duration of Job:

The job will be on a contractual basis for a period of 3 years, to be renewed based on performance and evaluation by the Board of Directors of AIF.

Office Executive

Job brief

We are looking for an experienced **Office Executive** to supervise daily support operations of our company and plan the most efficient administrative procedures. You will lead a team of professionals to complete a range of administrative duties in different departments.

A great administration manager has excellent communication and organizational skills. The ideal candidate will be well-versed in departmental procedures and policies and will be able to actively discover new ways to do the job more efficiently.

The goal is to ensure all support activities are carried on efficiently and effectively to allow the other operations to function properly.

Educational/Professional Qualification and Experience:

- Bachelor's degree in relevant field with 03 years' experience
- Age limit upto 35 years
- In-depth understanding of Office management procedures and departmental and legal policies
- Familiarity with financial and facilities management principles
- Proficient in MS Office
- An analytical mind with problem-solving skills
- Excellent organizational and multitasking abilities
- A team player with leadership skills

Responsibilities

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities and trades persons (e.g electricians etc)
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments
- Any other work assigned by superior authorities

Receptionist/ Front Desk Representative

Job brief

We are looking for a pleasant **Receptionist/Front Desk Representative** to undertake all receptionist and clerical duties at the desk of our main entrance. You will be the “face” of the company for all visitors and will be responsible for the first impression we make.

The ideal candidate will have a friendly and easy going personality while also being very perceptive and disciplined. You should be able to deal with complaints and give accurate information. A customer-oriented approach is essential.

The goal is to make guests and visitors feel comfortable and valued while on our premises.

Educational/Professional Qualification and Experience:

- Graduate with relevant additional qualifications
- Age limit upto 30 years
- Proven experience of minimum 02 years as front desk representative, agent or relevant position
- Familiarity with office machines (e.g. fax, printer etc.)
- Knowledge of office management and basic bookkeeping
- Proficient in English (oral and written)
- Excellent knowledge of MS Office (especially Excel, PowerPoint and Word)
- Strong communication and people skills
- Good organizational and multi-tasking abilities
- Problem-solving skills
- Customer service orientation

Responsibilities

- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Greet and welcome guests
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary
- Keep updated records and files
- Monitor office expenses and costs
- Take up other duties as assigned (travel arrangements, schedules etc.)

Attendant

Educational/Professional Qualification and Experience:

Candidate must have passed matriculation examination OR equivalent from a recognized board or institute with ITI.

Candidate should not be less than 18 years and not more than 25 years of age.

Responsibilities

- Physical Maintenance of records of the Section i.e, some office related work like English typing documents on computer, stock verification, document filing etc.,
- General cleanliness & upkeep of the section/unit
- Carrying of files and other papers within the building
- Photocopying, making sets, stapling, spiral bindings, sending of FAX etc.,
- Other non-clerical work in the section/unit
- Assisting in routine office work like diary, dispatch,(including on computer entries) etc.
- Delivering of dak inside and outside of Institute and bank transactions
- Watch & ward duties
- Opening & closing of rooms, windows, machineries etc.,
- Cleaning of room of the Company
- Dusting & shifting of furniture etc.,
- Cleaning of building, fixtures etc.,
- Work related to his/her ITI qualifications if it exists like electric, plumbing etc.,
- Driving of vehicles, if in possession of valid driving license.
- Upkeep of open area including parks, lawns, potted plants etc., within the premises of the Institute
- Some office related work in all respects as per the needs of the institute like LCD Projector, Computer, OHP, Audio-Video system as required in class-room, Seminar, Conference/Convocation Hall etc., & all other events of the company
- Book shelving, labeling and rubber stamping on books.
- Any other work assigned by the superior authority.

Application Process:

Candidates who fulfil the eligibility criteria may send their detailed CV one latest colour passport size photograph, their contact details and a forwarding letter addressed to “The Chairperson, ANDC inSTART Foundation (AIF)” via email to www.instartfoundation@andc.du.ac.in , by post or by hand (please write the post applied for at the top of the envelope) at the following address:

The Chairperson, ANDC inSTART Foundation, Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi – 110019, latest by 5.00 pm, on 31.10. 2017.

General Instructions for all Candidates:

- i. The candidate must be a citizen of India.
- ii. Prescribed Educational Qualifications are minimum and mere possession of the same does not entitle a candidate to be called for an interview. The organization reserves the right to short-list the candidates to be called for a personal interview/interaction.
- iii. AIF reserves the right to fill or not to fill this post advertised and no correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- iv. AIF reserves the right to withdraw the post on offer.
- v. Applicants already in employment with a Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- vi. Incomplete/unsigned application/application without photograph and those received after the closing date will be rejected summarily.
- vii. Candidates must ensure that their application reaches the company's office well in time. The company will not be responsible for any postal delay or loss.
- viii. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- ix. Shortlisted Candidates will be informed through email regarding the date, time and venue (in Delhi/NCR only) of the personal interaction/interview. All communications will be sent by email or on the company website.
- x. The candidates must be prepared to appear for the interaction/interview on a very short notice.
- xi. The Selected candidate will be required to join on a short notice.
- xii. Any disputes are subject to the jurisdiction of Delhi.