



# ANDC inStart Foundation

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

No. F.ANDC inStart /Recruitment/Staff/2023-1

Dated: 25 March, 2023

## EMPLOYMENT NOTICE

ANDC inStart Foundation (AIF) is an incubation centre that is established as Section 8 Company, Limited by Guarantee and not having Share Capital under The Companies Act, 2013 and is promoted by Acharya Narendra Dev College (ANDC), University of Delhi. It is funded by 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 post for this company

### Chief Executive Officer (CEO)- 01 Post

#### Chief Executive Officer (CEO)

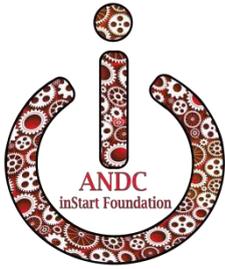
#### Educational/Professional Qualification and Experience:

##### Essential:

- Master's Degree with minimum 5 years of experience of which at least 3-4 years should have been spent in the Start-up Ecosystem as a start-up founder/ co-founder/ core team member and/or having worked in a start-up enabling organization such as an incubator, accelerator, venture capitalist angel fund group, or a start-up community organization.
- Age limit upto 45 years as on 01 March, 2023.

##### Desirable:

- Applicants must be able to clearly demonstrate entrepreneurial skills and experience as an entrepreneur or having closely worked with entrepreneurs.
- Good communication, team building and listening skills are top pre-requisites.
- Strong ability to build ecosystems, collaborate with stakeholders, connect people and events and ability to use technology to accelerate sharing of information is critical.
- Impeccable track record and proven delivery.
- Applicants should be able to clearly demonstrate leadership and management skills, and previous experience of leading teams and programs is a must.
- Good financial management ability and a demonstrated ability to manage with financial responsibility are imperative.
- Applicants with previous experience collaborating with government departments/agencies/allied organizations, demonstrable fund raising for non-profit organizations and



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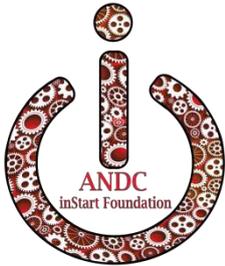
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- experience in creating pool of mentors and investors shall be preferred.
- h. Applicants must preferably have a clear understanding of local, national and global start-up ecosystems and the ability to find ways to collaborate with ecosystem stakeholders for advancing the objectives of the Incubator.
  - i. Applicants should be able to clearly demonstrate understanding of social impact innovations and social entrepreneurship concepts, and further possess a passion for solving social issues and challenges.
  - j. Applicants preferably possess a strong command on English language with suitable proficiency in Hindi. Applicants are expected to be well suited in conceptualizing, compiling, and putting together papers, presentations, documents, proposals, etc.
  - k. Preference will be given to individuals having previously worked in middle or top management of existing incubation centres/ or at an organization playing crucial role in the incubation pipeline.
  - l. Proficiency in using MS Office tools, Tally and other business management softwares is desirable.

## **Job responsibilities of the CEO:**

- The CEO of AIF will lead all the day-to-day operations of AIF and work towards scaling up the operations further.
- The CEO shall be appointed under the aegis of AIF. The CEO shall report to the Board of AIF.
- The CEO will be required to lead all operations of the Incubator, give it strategic direction in line with the start-up and innovation vision of the incubator as well as college, hire and nurture a competent team, build and scale incubation programs, outreach programs, creating pool of mentors and investors, measure impact, as well as collaborate with national and global ecosystems to employ best practices in order to convert the incubation centre into a world-class hub for solving societal challenges.
- The CEO shall handle duties assigned by Chairperson AIF and Board of Directors (BoD) AIF from time to time.
- The CEO shall undergo detailed performance appraisals every quarter and cumulatively at the end of each year.
- The CEO, in consultation with the Board of Directors and Advisory Board, shall develop vision, strategy and business model to achieve the objectives of the Company.
- The CEO will closely work with the Board of Directors and report to the Chairperson/Managing Director/Board of Directors for implementation of strategy, review and plan for continuous improvement.
- The CEO will be required to give direction to the Company primarily towards establishing it as a key player in incubation/acceleration space which includes establishing world-class incubator(s), strategy to build, execute & scale incubation programs, outreach activities, measure impacts, collaborate with the partners/stakeholders of the start-up/entrepreneurial ecosystem at National and International level, etc.



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- The CEO will be required to provide overall strategic guidance, framing procedures, guidelines, best practices etc. for co-ordination, consolidation, synergy and success of incubator(s) & incubated start-ups.
  - The CEO will define innovation, vision, long term strategies, plans and success metrics to ensure that AIF becomes a leading incubation foundation.
  - Program management and execution; Develop tools for strategic planning, prioritization and milestone-based execution of an overall program.
  - The CEO will be responsible for identifying and attracting suitable start-ups & entrepreneurs for AIF.
  - The CEO will be responsible for all the statutory compliances for AIF.
  - As the spokesperson of the incubator; engage key internal and external stakeholders to be able to tap the best entrepreneurial talent and partners.
  - Detail multi-phased innovation programs under AIF as well as define the process for start-up selection, on boarding and graduation models; Develop program curricula for participating entrepreneurs and start-ups, including innovation contests, boot camps, mentorship programs, and other services offered;
  - Design financial strategy to ensure long-term self-sustainability of the incubator, including potential equity participation, other direct revenues, and viability gap financing; Oversee financial management of the foundation to ensure efficient allocation of resources, highest standards of compliance, and achievement of targeted returns on investment;
  - The definition of key innovation areas, development of products and services having strategic and long-term value, the establishment of key operational and funding partnerships, as well as setting up and managing an executive team to achieve defined goals.
  - Design frameworks and mechanisms to evaluate start-ups across team strength, product quality, business model, and other relevant parameters;
  - Identify and build requisite internal capabilities to support incubation program, including team, infrastructure, partners, capabilities, etc.
  - Lead an operational team to execute the vision of incubator and achieve its defined goals and targets. Partner and Donor relationship management, Identify and engage relevant partners across funding, technology, knowledge, and implementation to build an effective partnership ecosystem in new priority areas.
  - Build relationships, engagement models and collaborate with partners during all stages; from ideation to role definition to MOU development to execution; Work with broader internal leadership to secure additional funding for phased program expansion and key areas where needed.
  - The CEO shall work towards securing alternative sources of funding for AIF activities.
  - The working hours for the CEO will be from 09:00 am- 05:30 pm each days for six days a week.
  - The CEO shall work towards getting AIF recognized and empanelled with various government agencies such as DST etc. related to the start-up ecosystem in India and abroad.



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## Compensation:

CTC will be in the range of ₹10 lakhs to 18 lakhs p.a. fixed and consolidated including perks. (Deserving candidates may be considered towards the upper end of this band)

## Duration of Job:

The CEO shall initially be appointed for a period of one year which shall be extended (based on the performance in the previous year) every year for a total of three years from the date of joining AIF. The job will be purely on a contractual basis, to be renewed based on performance and evaluation by the Board of Directors of AIF.

## Application Process:

Interested Candidates who fulfil the eligibility criteria for the above post may send their detailed CV, along with self-attested degrees and experience certificates, one latest colour passport size photograph with a forwarding letter addressed to “The Chairperson, ANDC inStart Foundation (AIF)” via email to [infoinstart@andcinstartfoundation.in](mailto:infoinstart@andcinstartfoundation.in) latest by **10 April, 2023 or 15 days from publication of this advertisement in a National Daily, whichever is later**. Please mention post applied for in the subject line.

## Selection Process:

- Applications received by the closing date shall be screened by an Expert Committee. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.
- The applicants will be shortlisted by an Expert Committee from all the applications received. Shortlisted applicants shall then be invited for a personal interview by an empowered selection committee.
- The ‘screened-in’ candidates shall be called for Personal Interview at the AIF office.
- A merit list of candidates shall be created based on their performance in the personal interview, and in order of precedence in the merit list, an applicant shall be selected for the position advertised.
- Shortlisted candidates, at the time of the personal interview, must bring their original documents for verification and one set of duly self-attested photocopies of those documents.
- All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in their CV.
- The name of the Applicant in the application form must be the same as mentioned in the certificate of matriculation. In case the candidate has changed his name after matriculation, the evidence to that effect should be furnished at the time of the interview.
- Any Addendum/Corrigendum(s) shall be posted only on the company website <https://andcinstartfoundation.in/>.



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- The decision of the management of AIF shall be final in all matters related to this selection and eventual recruitment.

## General Instructions for all Candidates:

- a. The candidate must be a citizen of India.
- b. 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.
- c. AIF reserves the right to fill or not to fill this post advertised and no correspondence whatsoever will be entertained from the candidates regarding any delays, conduct and result of interview and reason for not being called for interview.
- d. AIF reserves the right to withdraw the post on offer.
- e. All the positions/roles are contractual in nature subject to receipt of grant/business sustainability.
- f. Applicants already in employment with a Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- g. Incomplete applications in any way and those received after the closing date will be rejected summarily.
- h. Candidates must ensure that their applications are submitted within due date.
- i. No TA/DA in connection with appearing in the interview will be paid to the candidate.
- j. 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 <https://andcinstartfoundation.in/>.
- k. The candidates must be prepared to appear for the interaction/interview on a very short notice.
- l. Canvassing in any form will be treated as disqualification.
- m. The Selected candidate will be required to join on a short notice.
- n. Any disputes are subject to the jurisdiction of Delhi.

(Chairman)

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