

IIMV Foundation for Incubation, Entrepreneurial Learning & Development (IIMV-FIELD)

[A Company established by Indian Institute of Management Visakhapatnam, pursuant to Sub-section (2) of Section 7 and Sub-section (1) of Section 8 of the Companies Act, 2013 and Rule 18 of the Companies (Incorporation) Rules, 2014]

CIN: U80302AP2020NPL115009

Vacancy Notification (Ref. No. IIMV-FIELD/HR/2020/001 dated 06/8/2020)

Sl. No.	Item	Item Description
1	Position	<ul style="list-style-type: none">• Can be considered at Manager (or) Senior Manager (or) Assistant Vice President (or) Associate Vice President level - (I&ED)^(*), depending on nature and extent of (relevant) experience and track-record.(*) Incubation & Entrepreneurship Development
2	Nature of Position	<ul style="list-style-type: none">• Full-time, Contractual
3	Job Location	<ul style="list-style-type: none">• Visakhapatnam
4	Vacancies	<ul style="list-style-type: none">• 01 (One)
5	Role	<ul style="list-style-type: none">• The incumbent will be a key member of the IIMV-FIELD.• He/she will be in-charge of all day-to-day functional and administrative operations of IIMV-FIELD and ensure good functioning of the Company.• He/she will report to the Chief Operating Officer (IIMV-FIELD)
6	Essential	
(a)	Qualifications	<ul style="list-style-type: none">• Post-graduation in any discipline, with bachelor's degree in sciences, technology, engineering or math (STEM).• At least 55% marks (or equivalent CGPA) in bachelor's and master's degrees.• Degree in corporate law (preferred, not essential)• Fluency in spoken and written English & Hindi• Proficiency in spoken Telugu
(b)	Experience	<ul style="list-style-type: none">• Minimum 8 years of post-qualification experience (as on closing date of application) in a managerial role in one or more of the following functions/divisions, in the Central Govt. (or) Central Government Organization (or) Central Public Sector Enterprise (or) Centrally-Funded Technical Institution (CFTI) (or) recognized Incubators/Accelerators:<ul style="list-style-type: none">○ R&D Management○ Knowledge Management○ Technology Management○ Innovation Management○ Technology Networking & Business Development○ Technology Transfer○ Entrepreneurship Development○ Project Financing

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(c)	Nature of Experience	<ul style="list-style-type: none"> • Hands-on experience in activities/functions such as: <ul style="list-style-type: none"> ○ Idea screening, concept development, business analysis, market testing ○ Mentoring start-ups ○ Proof-of-concept, Technology/Process/Product development, Scaling up and Prototyping ○ Evaluating Technical Readiness (Technical feasibility) ○ Evaluating Economic Readiness (Commercial viability) ○ Industry analyses ○ Market surveys ○ Business Plan preparation ○ Go-to-market strategies ○ Technology pricing ○ Technology Licensing ○ Technology Transfer & Commercialization / Valorisation ○ Intellectual Property Management ○ Writing competitive grant proposals ○ Documentation and dissemination of technologies ○ Collaboration with industry ○ Drafting Agreements, MOUs ○ Implementing Incentive schemes of GOI and its entities for technology start-ups [e.g. Stand Up India, Start-up India, Atal Innovation Mission, NIDHI (DST) etc.] ○ Business & Market Development
(d)	Age	<ul style="list-style-type: none"> • Not exceeding 45 years (as on closing date of applications)
7	Job Description	<ul style="list-style-type: none"> • Managing day-to-day operations of the Incubation Centre • Managing start-ups from their onboarding process for incubation till their exit/graduation • Planning, designing and organising various programs, workshops, seminars, and pitch events • Increasing the brand visibility of the Incubation Centre • Planning and implementing revenue generation activities • Formulating policies, submitting proposals for competitive grants and fund-raising (e.g. CSR funds) • Networking and developing partnerships with stakeholders and providers of complementary services and resources. • Drafting and managing contractual agreements with all stakeholders. • Scouting and building a pipeline of potential start-ups for incubation • Screening & evaluating start-up business ideas, plan and pitch deck. • Analysing the needs and requirements of the start-ups and connecting them with the mentors, inventors (similar), investors, service providers etc. • Assisting start-ups for making an investor-ready pitch deck. • Helping start-ups manage and safeguard their IP, innovation and handling related legal matters.

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		<ul style="list-style-type: none"> Grievance handling of the incubated ventures and stakeholders. Knowledge-support and administrative support for Board meetings, Advisory Committee meetings etc. Budgeting Maintaining financial and other records of the Company Working with an extremely flat/lean and non-hierarchical organizational structure Any other duties and responsibilities as may be assigned by the Competent Authority of the Company, from time to time.
8	Salary	<ul style="list-style-type: none"> Negotiable, based on nature and extent of relevant experience and track-record.
9	Duration of Contract	<ul style="list-style-type: none"> Negotiable
10	Closing Date of Applications	<ul style="list-style-type: none"> 05/10/2020 (Monday), 1700 Hrs.
11	CV (self-certified/attested on all pages) to be sent by e-mail (only) to:	<ul style="list-style-type: none"> The Chief Operating Officer, IIMV-FIELD Mail-ID: coo@iimvfield.com
12	Attachments with CV, on plain paper (typed), self-attested/certified on all pages [Certificates / supporting documentation NEED NOT be attached at this stage]	<ul style="list-style-type: none"> Statement of Purpose / Vision for the Company (1000 Words) Your contribution to the Vision in the next two years (1000 words) Research projects (or) consultancies <u>completed</u> Capacity building programs <u>conducted</u> Notable achievements Awards, Rewards, Recognitions and/or professional affiliations Professional References – relevant and not relatives - (three) with Name, Designation, Organization, e-Mail ID, Mobile and Landline No.
13	General	
		<ol style="list-style-type: none"> The Company reserves the right to include in the recruitment process, those suitable candidates too, who may not apply. Candidates are advised to visit the Entrepreneurship page on the Institute's website (https://iimvic.iimv.ac.in/careers) regularly for updates. Amendments, corrigenda (if any), will be placed therein. The Company reserves the right not to fill up the position. Qualifications acquired must be duly recognized in law. Applicants should satisfy the experience criteria as on the date of applications. Duration of PhD (and experience acquired therein) will not be counted as experience. Only officer and higher-level experience would be counted. Mere fulfilment of qualifications and experience does not entitle a candidate to be short-listed. The Company reserves the right to restrict the candidates to be called for the selection process to a reasonable number based on relevant criteria, higher than the minimum prescribed.

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		7. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably. All information furnished MUST be based on supporting documentation (which will be called for, from short-listed candidates). Incomplete/incorrect/sketchy applications are liable to be rejected.
		8. It is reiterated that <u>no</u> copy of any certificate/supporting documentation need be attached/submitted, at this stage. Such proof would be sought later, ONLY from short-listed applicants.
		9. If selected, candidates employed in Organizations/Institutions (including Autonomous Institutions) under the Government (Central or State); or Public-Sector Undertakings (Central or State) must produce a Relieving Letter at the time of reporting for duty.
		10. The Institute will communicate only with short-listed candidates. No correspondence from applicants shall be entertained.
		11. Canvassing in any form will be a disqualification.
		12. In all matters of selection, recruitment, appointment and service, the interpretation and decision of the Competent Authority of the Company shall be final and binding.
		13. Disputes (if any) shall be subject to jurisdiction of the competent courts of the city of Visakhapatnam and/or Andhra Pradesh, India.

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