



Dr. Babasaheb Ambedkar Technological University
DBATU Forum of Innovation, Incubation and Enterprise

(A Section - 8 Company)

Advertisement for the Post of Incubation Manager and Accounts Officer

Applications in the prescribed format are invited from eligible Indian national for the Post of **Incubation Manager** and **Accounts Officer** for DBATU Forum of Innovation, Incubation and Enterprise (DFIIE). Posts are purely on temporary basis and shall be filled for 11 months and renewal on satisfactory performance. Last date for application is **20.11.2023**. For Details please visit www.dbatu.ac.in / www.dbatuiiec.com

Date: 02.11.2023

Director
DBATU Forum of Innovation,
Incubation and Enterprise

DBATU FORUM OF INNOVATION INCUBATION AND ENTERPRISE
Dr. Babasaheb Ambedkar Technological University, Lonere

Advt. No. /DBATU/DFIIE/2023-2024/28

Date: 02/11/2023

EMPLOYMENT NOTICE

Online applications are invited from eligible Indian national for the following posts for DBATU Forum of Innovation Incubation and Enterprise, Dr. Babasaheb Ambedkar Technological University, Lonere. The posts are purely on contract basis and will be offered for a period of 11 months and renewal on satisfactory performance. Applications in prescribed format shall be submitted by e-mail to recruitment.dfiie@dbatu.ac.in on or before 20th November up to 05.00 PM. In addition to submission of application through email, applicant must to submit the application form (Hard Copy) with relevant documents to **The Director, DBATU Forum of Innovation Incubation and Enterprise, 589Q+WCF, IIEC, Dr. Babasaheb Ambedkar Technological University, Lonere, Maharashtra 402103** on or before 20th November, 2023.

Important Dates:

- Last date for online submission through e-mail at recruitment.dfiie@dbatu.ac.in : 20/11/2023 up to 05.00p.m.
- Last date for receipt of application forms (Hard Copy) with relevant documents in the University Office: 20/11/2023 up to 05.00 p.m.

Sr.No.	Name of the post	Particulars of the vacant posts
1.	Incubation Manager Compensation: Maximum CTC up to Rs. 50,000 fixed and consolidated, per month. This is the maximum possible CTC and the final offer may defer, subject to the approval of DFIIE Authority	Essential Qualification& Experience: <ul style="list-style-type: none">• An Engineering /Science and Technology /Other postgraduate from any accredited and nationally reputed institute / university having Minimum 5 years of overall work experience• Minimum 2 years of experience in the star-up / Innovation / Entrepreneurship domain.• Applicants must possess a strong command on English language, preferably with suitable proficiency in Hindi and Marathi.• Age preferably up to 35-40 years. Desirables: <ul style="list-style-type: none">• An MBA or equivalent Management degree from reputed national or international institutes• Management of Incubation and Acceleration Programs. Job Role: <p>To provide technical, regulatory, liaison, administrative and organizational support within the DFIIE, working in conjunction with incubatees, innovators and researchers. The Incubation Manager will have the responsibility for day-to-day operations of the incubation facility. (This dynamic role is suitable for a passionate and resourceful person looking to apply their diverse skills to make a real contribution to the Incubation Centre).</p> Duties & Responsibilities: <ul style="list-style-type: none">• To manage and oversee the DFIIE facility• Establish collaborations with other incubators, institutes,

		<p>and industries</p> <ul style="list-style-type: none"> • To scout & evaluate startup ideas • To engage with key stakeholders to improve outcomes, building support and secure resources • Ability to rapidly adapt and respond to changes in startup environment • Interact and maintain relationships with startups, innovators researchers and mentors • General project administration and coordination as required Good documentary and presentation skills to present the results <p>The Work Expectations :</p> <ul style="list-style-type: none"> • The Job Location will be at Lonere. • He/she is required for the development and execution of the strategy for outreach hunting, attracting and on boarding deserving and qualified innovative entrepreneurs. • He/she is required for the overall strategic planning and implementation along with strategic and operational guidance to the aspirants and overall qualitative setup of innovation ecosystem
2.	<p>Account Officer</p> <p>Compensation: Maximum CTC up to Rs. 40,000 fixed and consolidated, per month. This is the maximum possible CTC and the final offer may defer, subject to the approval of DFIIE Authority</p>	<p>Essential Qualification& Experience:</p> <ul style="list-style-type: none"> • A Graduate in Commerce with 2+ years' experience of working in Administration and Accounting. • Sound Knowledge of Tally, Accountancy and book keeping & MS Office. • Age preferably up to 30-35 years. <p>Job Role:</p> <p>Will Provide all administrative support and Account Management support for successful execution of activities of the Incubation Centre.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Actively participate in events, seminars and workshops for building and sharing knowledge. • Preparation of reports. • Correspondence of funding agencies etc. • Liaising with startups and incubators. • Coordinate training programs (Cohort/EDP) ensure no administrative laps. • Administratively coordinate with the startups and ensuring timely documentation and execution of agreement as per SOP. • Maintaining and updating startup progress data • Will perform all finance related work, funding agencies compliances regarding finance with startups & funding agencies, financial report preparation, UC etc.

Important Guideline & Instructions for applications

- 1) HOW TO APPLY: Application sent by email – recruitment.dfie@dbatu.ac.in, in the prescribed format duly filled along with self-attested photocopies of all the certificates educational qualifications, work experience, detail of the exam passed (SSC onwards mark sheets), if any other relevant documents with detail of “Application for the post of -----” with above details on or before 20th November 2023 and hard copy must reach on or before 20th November, 2023 to **The Director, DBATU Forum of Innovation Incubation and Enterprise, 589Q+WCF, IIEC, Dr. Babasaheb Ambedkar Technological University, Lonere, Maharashtra 402103.**

- 2) **Application received after due date will not be considered. The application which is incomplete, without documents and/or not in the prescribed format will be strictly rejected. Candidates are required to fill up all the information in the Colum of the prescribed format.**
- 3) List of shortlisted candidate for interview selection process with details of date of time will be put up on the **Dr. Babasaheb Ambedkar Technological University, Lonere & DBATU Forum of Innovation Incubation and Enterprise (DFIIE)** website.
- 4) The selected candidate at the time of joining must bring all the original and self-attested copies of documents.
- 5) **The Director, DBATU Forum of Innovation Incubation and Enterprise reserved the rights to enhance/reduce the number of posts and also cancel the recruitment process.**
- 6) The above advertisement positions are filled up purely on temporary basis.

Director
DBATU Forum of Innovation,
Incubation & Enterprise

DBATU FORUM OF INNOVATION INCUBATION AND ENTERPRISE
Dr. Babasaheb Ambedkar Technological University, Lonere

APPLICATION FORM

Post Applied: _____

Candidate's Name: _____

Date of Birth: _____ **Gender:** _____ **Marital Status:** _____

Father's Name: _____ **Nationality** _____

Present Address: _____

Phone No: _____ **Email:** _____

Educational Qualification:

Board / University	Exam Passed	Year of Passing	Marks Obtained	Percentage/ Division

Work Experience:

Sr. No.	Organization	Period	Total Years / Months	Role/ Designation

Skill Set and Area of Expertise:

Note: This is mandatory to full up this application. Applicant may enclose his/her resume along with it.

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Date:

Signature of Applicant

Place: