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

(A Section - 8 Company)

Advertisement for the Post of Incubation Manager

Applications in the prescribed format are invited from eligible Indian national for the Post of **Incubation Manager** 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 **10.02.2025.** For Details please visit www.dbatu.ac.in / www.dbatuiiec.com

Date: 01.02.2025

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/2024-25/**317**   Date: 01/02/2025

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 only through Google Form Link: https://forms.gle/t7dEHyqDvzzZZxQH7 on or before 10th February 2025 up to 11.59 PM. In addition to submission of application through email, applicant must to submit the application form (Hard Copy) with relevant documents to **The Chief Executive Officer, DBATU Forum of Innovation Incubation and Enterprise, Dr. Babasaheb Ambedkar Technological University, Lonere- Raigad, Maharashtra 402103** on or before **13th February 2025 by 5.00 PM.**

Important Dates:

- Last date for online submission via Google Form**:** https://forms.gle/t7dEHyqDvzzZZxQH7 is **10th February 2025, up to 11:59 PM.**
- Last date for submission of hard copy application forms along with relevant documents to the DBATU Forum of Innovation, Incubation, and Enterprise, Dr. Babasaheb Ambedkar Technological University, Lonere, is **13th February 2025**, **by 5:00 PM**.

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:** • 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:** • An MBA or equivalent Management degree from reputed national or international institutes • Management of Incubation and Acceleration Programs. **Job Role:** 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). **Duties & Responsibilities:** • To manage and oversee the DFIIE facility • Establish collaborations with other incubators, institutes,

		and industries
		• 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
		The Work Expectations:
		• 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

Important Guideline & Instructions for applications

1) HOW TO APPLY: Application to be submitted only through Google Form Link: https://forms.gle/t7dEHyqDvzzZZxQH7, 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 Incubation Manager**" with above details on or before 10th February 2025 and hard copy must reach on or before 13th February, 2025 to **The Chief Executive Officer, DBATU Forum of Innovation Incubation and Enterprise, Dr. Babasaheb Ambedkar Technological University, Lonere- Raigad, 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 candidates for interview selection process with details of date of time will be put up on the **DBATU Forum of Innovation Incubation and Enterprise (DFIIE) & Dr. Babasaheb Ambedkar Technological University, Lonere** 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 proces**s.

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.

<u>Declaration</u>

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

Date: **Signature of Applicant**

Place: