



**SHIVAJI UNIVERSITY,**  
**KOLHAPUR – 416 004.**  
**ADVT. NO. 02/2023**

Applications are invited in the prescribed form available online on Shivaji University website [www.unishivaji.ac.in](http://www.unishivaji.ac.in) under the tab “**Recruitments**”. For the following Administrative post to be filled in ‘SUK Research and Development Foundation (SUKRDF)’ a Section 8 Company of Shivaji University, Kolhapur. **These posts are purely on contract basis and will be offered for a period of 11 months.**

- **Interested candidates may apply online on or before 20/05/2023**
- **Last date for submission of application form (print out of filled in online) is 26/05/2023 up to 6:00 p.m. in the University office.**

<b>Post Coad</b>	<b>Post No.</b>	<b>Name of Post</b>	<b>Category</b>	<b>Vacant post</b>	<b>Qualification and Experience</b>
<b>CEO</b>	<b>1</b>	<b>Chief Executive Officer</b>	<b>Open</b>	<b>1</b>	1) Post graduate from any discipline, 2) Minimum academic / teaching experience of 15 years / Experience as Executive Director / CEO of an Incubation Centre / Experience of writing proposal and successfully fetching at least one government grant / Experience of planning, operation and scaling up of successful Incubation Centre / Experience of conducting training programs / Experience of Startup ecosystem.

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Post Coad	Post No.	Name of Post	Category	Vacant post	Qualification and Experience
IM	2	Incubation Manager	Open	1	1) Post graduate preferably from Management discipline, 2) Experience as Executive Director / Centre Manager of minimum 2 years of successful Incubation Centre / Academic teaching experience of minimum 2 years / Experience of managing legal compliance of admission to graduation of min 5 successful incubates / Minimum 3 years of experience with industrial organization of managing team members / Experience of preparing incubation policy document, knowledge of start-up support system, experience of networking with industry & mentors / Experience of filing and documentation of Centre operations / Knowledge of ISO system of certification, Planning, operation and scaling up of mentoring clinic kind of activities.

**INSTRUCTIONS, TERMS AND CONDITIONS:-**

1. Proficiency in Marathi and English languages is essential.
2. **Age limit:** For the Sr. No. 1 Above 40 years & Sr. No. 2 Above 30 years.
3. **Compensation for the post of Chief Executive Officer :** Maximum CTC up to ₹ 75,000/- fixed and consolidated, per month (as per the norms laid down by Government under Atal Innovation Mission rules). This is the maximum possible CTC and the final offer may defer, subject to the approval of University Authorities.
4. **Compensation for the post of Incubation Manager :** Maximum CTC up to ₹ 50,000/- fixed and consolidated, per month. This is the maximum possible CTC and the final offer may defer, subject to the approval of University Authorities.
5. As per the General Administration Department, Mantralaya, Mumbai- 400 032 Notification No. SRV 2000/CR(17/2000)/XII, dated 28<sup>th</sup> March, 2005 in respect of 'Small Family', A person who desires to apply for any post in Group A, B, C and D in any Government Service shall submit, along with the application, a declaration form in prescribed form available along with the application form.

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6. Applicants already in the employment either in temporary capacity or in permanent capacity in the University / Affiliated colleges, outside the University in government agencies should submit their applications through proper channel on or before last date prescribed for this purpose.
7. Applications with incomplete information or / and erased/ wrong information, in respect of educational qualifications, experience, age etc., if the certificates attached with application form are not attested and / or application without receipt of prescribed fee will not be considered. No correspondence in this respect will be made from this office
8. Applicants who are not eligible will not be informed individually.
9. Applicants should attend Examination/ test/ interview at his/ her own expenses.
10. The selection process shall be undertaken through rigorous scrutiny at every level / every stage of verification. If it is found that the information received from an applicant is false and/ or is based on false certificates, will be liable for legal action, then such candidate will be immediately barred from further process.
11. Canvassing directly or indirectly is strictly prohibited and liable for disqualification.
12. All updates, corrigendum (if any), instructions regarding this recruitment from time to time shall be updated on Shivaji University website only. Hence, the applicants are advised to visit university website regularly for further updates / details, if any. In case of any query regarding said recruitment, please contact on the E-mail: [est@unishivaji.ac.in](mailto:est@unishivaji.ac.in)
13. University reserves the right to fill or not to fill the post advertised.
14. The prescribed link for **Online Application** is available on university website [www.unishivaji.ac.in](http://www.unishivaji.ac.in) under the tab "**Recruitment**", which have to be filled online. The printout of successfully submitted online form on A4 size paper (in one copy) along with all necessary attested documents and the receipt of online payment of fees of Rs.500/- should be submitted together to the university office. Application form other than online form and forms without Receipt of Online Payment will not be considered for further process of recruitment.
15. Printout of this online application form submitted with attested copies of certificates & receipt of fees should be submitted to university office on or before **dated 26/05/2023 up to 6:00 p.m.** in an envelope superscripted.  
**"Application for the post of -----"**, so as to reach the same to following address  
**The Registrar, Shivaji University, Vidyanagar,  
Kolhapur – 416 004. (Maharashtra State)**
16. Applications received after the last date will not be considered. The University will not be responsible for postal delay, if any.
17. Educational qualification and upper & lower age limit shall be considered as on closing date for the submission of online application form.

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18. Candidate should possess a “Certificate of D.O.E.A.C. Societies “C.C.C” or “O” level or “A” level or “B” level or “C” level or MS-CIT or GECT Certificate of Maharashtra State Higher & Technical Education Board” OR a Certificate in Computer Operation prescribed by the Govt. of Maharashtra from time to time. Those who are not possessing the said Certificate, they will have to produce the Certificate within two years from the date of their appointment on this post. However relaxation in the computer literacy will be considered as per Govt. Resolution No. सेप्रनि-२००२/प्र.क्र.१४/०२/१२, दि.०२ सप्टेंबर, २००३
19. The University reserves all rights to decide criteria / procedure for short listing of eligible candidates.
20. Disputes related to this advertisement are subject to Kolhapur Jurisdiction.
21. The call letters will be issued to the candidates as per University rules.
22. Mere possession of minimum qualifications does not confer any right to be called for interview and / or for the final selection.

**Place: Kolhapur.**  
**Date: 05/05/2023**

**Sd/-**  
**Dr.V. N. Shinde**  
Ag.REGISTRAR  
**SHIVAJI UNIVERSITY, KOLHAPUR.**