



SHIVAJI UNIVERSITY, KOLHAPUR

SUK Research and Development Foundation (SUKRDF) (A Section 8 Company of Shivaji University)

Applications are invited in the prescribed form available online on Shivaji University website 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.**

1. Chief Executive Officer (CEO)

Job Role:

The CEO will be reporting to Director, Innovation, Incubation and Linkages (SCIIL), Shivaji University, Kolhapur. It is expected that the CEO shall play a crucial role towards scaling up SUKRDF. The CEO will be required to lead all operations of the SUKRDF, give it strategic direction, build and scale incubation programs, outreach programs, 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 entrepreneurial hub.

The job role of CEO is as follows:

- ☐ overseeing the entire SUKRDF that involves seeking applications for potential start-ups, screening and evaluation of qualified applications, working with the Internal and External committees to provide funding to entrepreneurs.
- ☐ Conducting inspirational events and capacity building programs.
- ☐ Tracking all financial activities under this program including funding disbursement, milestone tracking, financial reporting etc.
- ☐ He / She should be able steer the early Stage Start-ups to Growth stage enterprises in due course of time and make the incubator Sustainable.
- ☐ Expected to be well suited in conceptualizing, compiling, and putting together papers, presentations, documents, proposals, etc.

Essential Qualifications:

- ☐ Age: Above 40 years,
- ☐ Post graduate from any discipline,
- ☐ 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.

Compensation:

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.

2. Incubation Manager**Job Role:**

To provide technical, regulatory, liaison, administrative and organizational support within the SUKRDF, working in conjunction with incubates, 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 SUKRDF 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

Essential Qualification:

- ☐ Age: Above 30 Years,
- ☐ Post graduate preferably from Management discipline, and 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.

Compensation:

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.

Sd/-
Dr. V.N. Shinde
Ag.Registrar