

## Sangam University, Bhilwara

### Applications Invited for Sangam i-TBI

(Sanctioned by Department of Science and Technology,  
Ministry of Science and Technology, Govt. of India, New Delhi)

Sangam University, Bhilwara is inviting applications for the following posts under Sangam i-TBI (under SANGAM RISE FOUNDATION- a section 8 company) -

Chief Executive Officer	Incubation Manager
Incubation Associate- Admin and Finance	Incubation Associate- IT

#### 1. Recruitment and Selection Procedure of the Human Resources-

Table-1

Sangam i-TBI				
POST NAME	CEO	INCUBATION MANAGER	INCUBATION ASSOCIATE (ADMIN+FIN)	INCUBATION ASSOCIATE (IT)
Basic Eligibility	A bachelors degree in any field with MBA from a recognized institute with 55% marks at each level or of equivalent grade point average is desirable	A bachelor degree in business / engineering OR in a related filed with Masters from a recognized institution with 55% marks at each level or of equivalent grade point average is	A bachelor degree in business /commerce/arts or in a related field from a recognized institution with 55% marks or of equivalent grade point average	A bachelor degree in Computer applications/ B.TECH in IT/E&CE/CS E

		desirable		
Post Details	<p>Minimum 05 year of experience in entrepreneurs hip start up activities, innovation ,skilling ,project management in a reputed state / national agency/ institute /multinational company / university. Candidates with extensive experience in senior roles in entrepreneuria l organizations would also be eligible.</p>	<p>Minimum 03 years of experience in entrepreneurs hip ,start up activities, innovation ,skilling project management in a reputed state/ national agency /institute / multinational company /university</p>	<p>Minimum 02 years of experience in entrepreneursh ip, start up activities, innovation ,skilling ,in a reputed state / national agency / institute / multinational company /university</p>	<p>Minimum 02 years of experience in project manageme nt / finance /it support</p>
Salary	10-12 LPA	4.5-5 LPA	2.7 LPA	2.7 LPA

How to apply	<p>The applicant will apply through sending the filled application form with detailed resume to mail id –</p> <p>Only Resume for Associate Position  <a href="mailto:sangamrise@sangamuniversity.ac.in">sangamrise@sangamuniversity.ac.in</a></p>
Institute and innovation center website Link	<p><a href="http://www.sangamuniversity.ac.in">www.sangamuniversity.ac.in</a></p> <p><a href="http://www.sangamrise.org">www.sangamrise.org</a></p>
Link of application Form	<p><a href="http://www.sangamuniversity.ac.in">www.sangamuniversity.ac.in</a></p>
Start date and End Date of application	<p><b>Extended date till 30 September</b></p>
Contact number and Email address incase facing any technical issue (02 number)	<p>+91-1482-297455 <a href="mailto:hr@sangamuniversity.ac.in">hr@sangamuniversity.ac.in</a></p> <p><a href="mailto:sangamrise@sangamuniversity.ac.in">sangamrise@sangamuniversity.ac.in</a></p>
T&C	<ul style="list-style-type: none"> <li>• Right to cancel post anytime.</li> <li>• Initially the appointment will be for 3 years.</li> <li>• Actual offer of post depends on DST sanction.</li> </ul>

## 2. Scope of Duty

### A. Chief Executive Officer-

The major responsibility of the CEO will be to enable the mandate of i-TBI and foster growth to the incubated startups. CEO will be responsible for all financial, day to day activities, and for sending signed quarterly & yearly reports to DST. CEO will also be the responsible for the management of resources including human resources and ignition grant under NIDHI- i-TBI. The CEO will be reporting to the board constituted by DST.

The CEO is the prime interface between budding entrepreneurs and the Incubation Center. He/she would be responsible for managing the operations, planning, marketing and development of the Center. The CEO must demonstrate strong leadership qualities and the ability to build collaborative relationships and exemplify high ethical values.

#### Key Responsibilities of the Position

- Incubation: Induct new entrepreneurs into the Center, help them create incubation plans and monitor their progress.
- Mentor network: Expand and strengthen the network of mentors to support the incubates.
- Investor network: Strengthen the network of potential investors to provide funding opportunities for incubatee projects.
- Develop and deliver revenue generating activities for the Center which may include short term. and long term programs in the entrepreneurship domain, training programs, and capacity building programs for budding entrepreneurs.
- Events and workshops: Plan various workshops/events/webinars for incubates.
- Partnerships: Forge partnerships with other related organizations for providing services to incubatees and the Center.
- Act as the face of the Center and promote it through various channels.
- Budgets, Audit and Compliance: Financial management of the center and adherence to all required audit and compliance procedures.
- Promote entrepreneurship amongst students and Alumni.
- Other roles and responsibilities as may be identified by the Board.

### B. Incubation Manager-

The incubation manager will report to CEO and assist him/her in duties related to i-TBI and will manage the resources assigned on day to day basis.

- Work with startups at the Centre according to the frameworks and mechanisms as outlined by the Incubator leadership team. Monitor business performance of portfolio start-ups, interface with other stakeholders and provide industry connects.
- Regularly interact and coordinate with internal and external stakeholders to ensure program performance. Look for newer avenues of partnerships and bring the same to the leadership team for further action.
- Work towards overall startup community mobilisation and outreach. Ensure that the program reaches out to relevant ecosystem stakeholders.
- Manage and support internal and external communication as needed for the program. This will also include maintaining communication with the media as and when required.
- Interact and maintain relationships with portfolio companies, mentors and partners.
- Ensure preparation of necessary portfolio reports for both internal and external purposes.

- Ensure smooth day-to-day overall functioning of the incubator, by coordinating with Admin, Marketing, Design, HR and other relevant team members.
- Actively participate in events, seminars and workshops for building and sharing knowledge. Ensuring coordination with relevant team members within the organization.
- Any other related task assigned by CEO/Board

**Incubation Associate (Admn. And Finance)-**

- Process all procurement requirements in consultation with the Manager – this includes, identifying local vendors, collecting quotations, preparation of comparative table, for doing all due diligence for finalising Procurements.
- Maintain procurement and Inventory register.
- Make all logistical arrangements – Venue booking for meetings/conferences/workshops/trainings, etc. Travel (local and outstation) & Accommodation for staff, visitors, consultants, etc.; Transportation of any materials in the project locations.
- Responsible for Office Maintenance, office security and Facility Management.
- Manage Dispatch desk – recording of all incoming and outgoing surface mails and ensure that materials are dispatched expeditiously and accurately to the relevant persons or department in the organisation.
- Assist Program Manager and other team members in preparing budgets in MS Excel, and support in reviewing budgets vs expenditure as per the set time lines.
- Prepare expenses statement and fund requests for the region to submit to National Office as per the guidelines and procedures.
- Verify the Invoices/Bills and reimbursement claims of the expenses incurred by regional team and make the payment. Ensure that all the vouchers are with relevant supporting documents as per the accounting standards.
- Any other related task assigned by manager.

**Incubation Associate (IT)**

- Manage IT related work such as - take monthly data Backups of all Laptops/Computers, Anti-virus checking, ensure good internet, email/phone facility for smooth functioning
- Work very closely with the Admin for IT and other administration related work.
- Develop, implement, and communicate procedures which insure minimum downtime and prompt recovery of failed computer systems, applications, and data base components which have a direct effect upon customer service to our clients and users.
- Configure, install, and maintain network and product, programs, files and databases.
- Develop, document, and implement operating procedures required for PC/Network Support group to meet performance objectives/metrics.
- Documentation and administrative tasks, as needed, including audits, change control, SOP documentation, purchasing information, etc.
- Serve as a vendor contact for issues needing outside resolutions.
- Any other related task assigned by manager.

**SANGAM RISE FOUNDATION**  
**REGISTERED OFFICE- SANGAM UNIVERSITY**  
**NH-79, BHILWARA CHITTOR BYPASS, BHILWARA (RAJ.)**  
**Application for CEO/Manager post at Sangam i-TBI**

**Post Applied For:**

**Chief Executive Officer (CEO)**

**Incubation Manager**

**PERSONAL DETAILS:**

- 1) Name of the Applicant:
- 2) Date of Birth:
- 3) Gender (Male/Female):
- 4) Full Address:
- 5) Contact Details:
- 6) E-Mail Id:
- 7) Nationality:
- 8) **ACADEMIC CREDENTIAL:**

Examination/Degree	Board/University	Passing Year		Percentage /CGPA
		From MMYY	To MMYY	
HSC(12 <sup>th</sup> )/SSC (In case of Diploma)				
Diploma				
Undergraduate				
Post-graduation				
Doctorate Degree/ Post Doctorate				
Any other				

**B. WORKEXPERIENCE:**

Level (Academic / Industrial/ Research/ Administrative )	Position	Organization Name	Period		Experience	Pay Scale	Reason for leaving
			From (DD/MM/ YYYY)	To (DD/MM/ YYYY)	Y:Year M:Months		
					Y: M:		
					Y: M:		
					Y: M:		
					Y: M:		

Mention experience related to *Startup/Innovation/Entrepreneurship Domain:*

S.NO	Name of Startup	Startup Description	CIN No.	Year	Position	Contribution

\*Pl. attach additional sheets ,if need be

1) Brief summary of Job done till date (in 200words)

2) Elaborate your experience (mention experience in years)as a Start up Founder/Core team member/ecosystem stakeholder

**C.GOALS AND VISION FOR SANGAM i-TBI**

1) If selected for the position applied ,how shall you contribute to Sangam i-TBI?(In300 Words)



**D. REFERENCE DETAILS\*:**

<b>References</b>	<b>Reference 1</b>	<b>Reference 2</b>
<b>Full Name</b>		
<b>Designation, Organization</b>		
<b>Contact Number &amp; E-mail Address</b>		
<b>Contact Address</b>		

\*Attach letter of recommendations

**E. ENCLOSURES:**

1. Latest CV/Resume
2. Photo ID Proof(Preferably Govt .issued Identity Card/Aadhar Card/Driving License/Voter ID/Passport).

**DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief that I have not concealed any fact or withheld any information regarding my past services & records. If any information is found to be false or incorrect or anything is found to be concealed. I will be disqualified for selected or if appointed will be liable for termination without any notice or compensation.

Place :

Date :

(Signature of the Applicant)

\*\*\*\*\*

Submit filled application form complete in all respect and along with one copy of self-attested copies of documents and a copy of your CV to the **Registrar, Sangam University, Bhilwara** by Registered/ Speed Post. Also ,the completely filled application form along with scanned documents should also be sent by E-mail to [sangamrise@sangamuniversity.ac.in](mailto:sangamrise@sangamuniversity.ac.in). You shall be required to bring Original Certificates, Marksheets, etc. documents for verification to the Interview.