

EDII-Anna Business Incubation Research Foundation

(Registered as Section 8 Company)
University College of Engineering, BIT Campus
Anna University, Tiruchirappalli 620024



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ADVERTISEMENT FOR C.E.O, INCUBATION SCIENTIST, PROJECT ASSISTANT POSITIONS IN EDII- ANNA BUSINESS INCUBATION RESEARCH FOUNDATION

Advt. No. AU/EDII-ABIRF/2021 Dated 20.09.2021

EDII- ANNA BUSINESS INCUBATION RESEARCH FOUNDATION

EDII-Anna Business Incubation Research Foundation, a Section 8 company of University College of Engineering, BIT Campus, Anna University, Tiruchirappalli - 620024 is inviting applications for selection of the following positions **Chief Executive Officer, Incubation Scientist and Project Assistant.**

Qualification and Eligibility as in Annexure I attached.

Interested candidates are requested to send their detailed C.V. highlighting, the above credentials. Xerox copies of all documents necessary to substantiate credentials are to be enclosed along with the C.V.

The above may be sent with a covering letter addressed to

**The Dean cum Nodal Officer,
EDII-Anna Business Incubation Research Foundation,
University College of Engineering
Anna University, BIT Campus
Tiruchirappalli - 620 024**

in a cover super scribed as **“Application for the post of CEO / Incubation Scientist / Project Assistant in EDII-ABIRF”** on or before **22.10.2021**

Annexure - I Qualifications & Experience / Job profile:

Position	CEO	Incubation Scientist	Project Assistant
Number of Vacancy	1	1	2
Essential Qualifications	UG & PG degrees in Science/Engineering and/or Management.	UG & PG degrees in Pharmacy/ Pharmaceutical Technology/ Science/ Engineering and/or Management.	<u>Project Assistant 1:</u> B.E. / B. Tech/ B. Pharm. /M. Sc in Basic Sciences. <u>Project Assistant 2:</u> B.Com/ B.B.A.
Essential Experience	Minimum 15 years of strong functional experience preferably in technology/research management, product management, BD/Sales, managing investments etc. related to startups or mid-sized enterprises in the tech sector.	Minimum 5 years of strong functional experience preferably in technology/research management, product management, BD/Sales, etc. related to startups or mid-sized enterprises in the tech sector.	<u>Project Assistant 1:</u> Minimum one year experience as Lab Assistant/Technician in an Industry or Educational Institution <u>Project Assistant 2:</u> Minimum one year experience in accounts management/ office administration
Desirable Exposure	1. Entrepreneurship experience gained through/having been part of the founding team of a startup shall be given added advantage. 2. Prior experience in incubation or Entrepreneurship development sector shall be an added advantage. 3. Strong track-record of having built and managed multi-disciplinary teams, with proven leadership, execution and networking skills.	1. Entrepreneurship experience gained through/having been part of the founding team of a startup shall be given added advantage. 2. Prior experience in Incubation or Entrepreneurship development sector, Networking, Event Management shall be an added advantage.	<u>Project Assistant 1:</u> 1. Operation and maintenance of machineries/analytical equipments. 2. Handling of sophisticated equipments & Conducting hands on training <u>Project Assistant 2:</u> 1. Document all the financial transactions of the incubator- Sales and Cash Book Keeping, Stock Maintenance etc. 2. Finance related software such as TALLY and knowledge in use of computers for office management.

<p>Job Profile</p>	<p>As CEO, in a full-time position, and under the guidance and direction of the Board of Directors of EDII-ABIRF, the incumbent shall lead the establishment of the incubation centre, manage end-to-end all matters related to strategic planning, financial budgeting, design and execution of incubation programs, building a network of partners, and creating a robust ecosystem centred in University College of Engineering, BIT Campus, Anna University, Tiruchirappalli for fostering innovation and entrepreneurship, creating impact at a state level.</p>	<p>As an Incubation Scientist, in a full-time position, and under the guidance of the CEO of EDII-ABIRF, the incumbent shall manage end-to-end all matters related to execution of incubation programs, manage incubated start ups, plan and conduct outreach programs, build a network of partners, and create a robust ecosystem centred in University College of Engineering, BIT Campus, Anna University, Tiruchirappalli for fostering innovation and entrepreneurship, creating impact at a state level.</p>	<p><u>Project Assistant 1:</u></p> <p>As a Project Assistant, in a full-time position, and under the guidance of CEO, Incubation Scientist and Director/Nodal Officer, the incumbent shall offer prototyping services to innovators and incubated companies, Maintain the equipment in working conditions by following up with maintenance schedules, make sure the annual maintenance contracts are renewed and equipment are taken care of.</p> <p><u>Project Assistant 2:</u></p> <p>As a Project Assistant, in a full-time position, and under the guidance of CEO, Incubation Scientist and Director/Nodal Officer, the incumbent shall maintain all the registers, stocks, reports and records, bill books, GST, inventory of sales, online transactions and other financial activities of EDII-ABIRF</p>
<p>Contract & Compensation</p>	<p>1 year contract, which could be extended based on performance, with a compensation monthly salary upto a maximum of Rs. 1 Lakh depending on qualification and proven experience.</p>	<p>1 year contract, which could be extended based on performance, with a compensation monthly salary upto a maximum of Rs. 50,000 depending on qualification and proven experience.</p>	<p>1 year contract, which could be extended based on performance, with a compensation monthly salary upto a maximum of Rs. 15,000 depending on qualification and proven experience.</p>

**BOARD OF DIRECTOR
EDII-ABIRF**