



## ADVERTISEMENT

### For the Position of MANAGER (01)

**AIC – Mahamana Foundation for Innovation and Entrepreneurship – IM-BHU (AIC - MFIE-IM-BHU)** is a Non-Profit Company registered under Section 8 of the Companies Act 2013, by Institute of Management Studies, Banaras Hindu University supported by Atal Innovation Mission, NITI Aayog, in 2018 to establish an effective platform to incubate and nurture the Startups in Social Entrepreneurship- *Agriculture and Allied Fields, Education, Electricity, New and Renewable, Energy and Environmental Sustainability, Health and Pharmaceuticals and other allied areas*. The company is focused on creating a best-in-class infrastructure to support the Startups in the above areas.

**Nature and Tenure of appointment:** Above position is of full time engagement and co-terminus with the project. Appointment shall be initially for a period of two years. This may be extendable for two more years on yearly basis by mutual consent subject to satisfactory performance. The AIC - MFIE-IM-BHU reserves the right to terminate the appointment with one month notice period at any point of time without furnishing any reasons thereof.

#### Job Description:

#### Role & Responsibilities.

- Develop and execute strategies for outreach, and on boarding deserving and qualified innovative entrepreneurs and start-ups.
- Develop start-up ecosystem in and near Varanasi Region.
- Designing and managing the day today activities of the Incubation center.
- Provide high-quality training and advisory support to entrepreneurs.
- Qualify and evaluate applicants for creativity, innovation and investment stage.
- Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage.
- Ensure tight management of milestones, timelines are followed and progress of entrepreneurs and start-up companies.
- Handling our website, social media account and guide our start-ups to enrich their digital marketing skills.
- Develop, execute and own an operational and engagement strategy for the entire community including donors, start-ups, investors, corporates, mentors, advisors, and domain experts.
- Provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
- Be the switchboard for entrepreneurs to access relevant resources and connections.

#### Requirements:

- Engineering / computer Science / Management Degree with 5-10 years of relevant work experience with research skills. Post graduate with preferably MBA degree / or degree in IT.
- At least 1-3 years' experience working with entrepreneurs, start-ups, learning / tinkering labs, incubators or incubation consultancy or as entrepreneur.
- Demonstrated ability to cultivate, build and maintain strong working relationship with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & Central government, and angel investors.
- Ability to develop start-up ecosystem and maintain a good relationship with start-ups / innovator/ entrepreneurs.



## AIC – Mahamana Foundation for Innovation and Entrepreneurship -IM-BHU

(AIC-MFIE-IM-BHU)

Regd. Office: Institute of Management Studies, Banaras Hindu University, Varanasi – 221005  
Centre Address: 5th Floor, Central Discovery Centre, Banaras Hindu University, Varanasi - 221005  
CIN: U85310UP2018NPL107904



- If from IT, a sound knowledge in creating and maintaining website, digital marketing / social media expert and support start-ups in the field of IT & E-Commerce.
- Demonstrated strong social and adaptive communication skills to interact with a range of people from community, industry and the university sector
- Excellent project management and data analysis skills and attention to detail
- Ability to work both independently and as part of a team in a collaborative manner, this job requires flexibility, kindly also mentioned availability for work.
- Enthusiasm for learning new skills and working systems and open to support incubated companies
- Experience is working within or closely with a university and demonstrated success in rolling out programs in a university context
- Demonstrated experience in leading and motivating a team to delivery key performance indicators.
- Successful record of innovation and managing and executing strategic initiatives, tempered by a strong capacity to work closely with senior executives, stakeholders and report major outcomes.
- Outstanding stakeholder and relationship management skills and application to foster and maintain strong and lasting internal and external networks across differing stakeholders.
- Experience in representing organisations at a Middle-Management level though representations such as on external boards and committees.
- Ability and capacity to dire
- Age Limit – Between 25 years – 40 years old on 14/09/2020.

### Compensation:

- Compensation is negotiable and would be commensurate with the qualifications and experience for the right candidate subject to a Maximum consolidated amount of ₹60,000/- per month.
- TDS and any other deductions as applicable.

### Application Process:

Interested candidates are required to send an **application along with detailed Curriculum vitae, answers to the selection criteria and self-attested copies of testimonials regarding qualifications and work experience** through registered/speed post in an envelope duly super scribed "**Application for the post of Manager at AIC - MFIE – IM-BHU**" to the following address so as to reach the office on or before **14<sup>th</sup> September 2020** (Applicants are also required to submit above mentioned documents through electronic mail with subject line "**Application for the post of Manager at AIC - MFIE – IM-BHU**" on mail ids [aic-imbhu@fmsbhu.ac.in](mailto:aic-imbhu@fmsbhu.ac.in) and [director@fmsbhu.ac.in](mailto:director@fmsbhu.ac.in)).


**Note: Applicants are required to send above mentioned documents on physical and electronic address both.**

**Google Doc for Selection Criteria:** <https://forms.gle/S6KLBkkPS424XLQ2A>

To,  
The Professor-in-Charge,  
AIC – Mahamana Foundation for Innovation and Entrepreneurship – IM-BHU,  
Regd. Office, Institute of Management Studies,  
Banaras Hindu University, Varanasi – 221005

Applications received thereafter shall not be entertained.

Place : BHU Varanasi  
Dated: 24/08/2020

  
DIRECTOR  
AIC – MFIE – IM-BHU  
प्रबन्ध शास्त्र संस्थान  
Institute of Management Studies  
Banaras Hindu University  
Varanasi - 221 005

Supported by: Atal Innovation Mission, NITI Aayog  
Website: <http://www.aic-imbhu.ac.in> / e-mail: [aic-imbhu@fmsbhu.ac.in](mailto:aic-imbhu@fmsbhu.ac.in) / Facebook: <http://www.facebook.com/aicimbhu>  
Twitter: <http://twitter.com/aicbhu> / Book an Appointment: <http://aicbhu.setmore.com>

## Selection Criteria Document- Application for Manager

Kindly answer the following questions

To submit this form electronically, please use Google Form - <https://forms.gle/S6KLBkkPS424XLQ2A>

<b>1. Name of the Applicant:</b>	
<b>2. Email ID:</b>	
<b>3. Skype ID:</b>	
<b>4. Age as on 14/09/20 &amp; Date of Birth:</b>	
<b>5. Total Years of Experience:</b>	
<b>6. Total Years of Experience as described in Point 7, below:</b>	
<b>7. Engineering / computer Science / Management Degree with 5-10 years of relevant work experience with research skills. Post graduate with preferably MBA degree / or degree in IT(Not more than 50 words)</b>	
<b>8. At least 1-3 years' experience working with entrepreneurs, start-ups, learning /tinkering labs, incubators or incubation consultancy or as entrepreneur. (Not more than 150 words)</b>	
<b>9. Demonstrated ability to cultivate, build and maintain strong working relationship with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce &amp; industries, state &amp; Central government, and angel investors. (Not more than 150 words)</b>	
<b>10. Ability to develop start-up ecosystem and maintain a good relationship with start-ups / innovator/ entrepreneurs.(Not more than 100 words)</b>	
<b>11. If from IT, a sound knowledge in creating and maintaining website, digital marketing / social media expert and support start-ups in the field of IT &amp; E-Commerce.(Not more than 100 words)</b>	

**12. Demonstrated strong social and adaptive communication skills to interact with a range of people from community, industry and the university sector (Not more than 100 words)**

**13. Excellent project management and data analysis skills and attention to detail (Not more than 100 words)**

**14. Ability to work both independently and as part of a team in a collaborative manner, this job requires flexibility, kindly also mentioned availability for work.(Not more than 100 words)**

**15. Enthusiasm for learning new skills and working systems and open to support incubated companies(Not more than 100 words)**

**16. Experience is working within or closely with a university and demonstrated success in rolling out programs in a university context.(Not more than 100 words)**

**17. Demonstrated experience in leading and motivating a team to delivery key performance indicators.(Not more than 100 words)**

**18. Successful record of innovation and managing and executing strategic initiatives, tempered by a strong capacity to work closely with senior executives, stakeholders and report major outcomes. (Not more than 100 words)**

**19. Outstanding stakeholder and relationship management skills and application to foster and maintain strong and lasting internal and external networks across differing stakeholders. (Not more than 100 words)**

20. **Experience in representing organisations at a Middle-Management level through representations such as on external boards and committees.** (Not more than 100 words)

21. **The Reason To Live: Internal Motivation & The Ability To Lead The Tribe: EQ + Charisma** (Not more than 150 words)

22. **Your Plan of action to support incubated start-ups and entrepreneurs** (Not more than 150 words)