



**CHHATRAPATI SHAHU JI MAHARAJ INNOVATION FOUNDATION**  
 CIN U85300UP2022NPL163141  
 Registered Office C/O Registrar, CSJM University, Kalyanpur, Kanpur 208024  
 (Section 8 company promoted by CSJM University Kanpur)



Ref. CSJMIF/2023/88

Date: 3.6.22

| <b>Chief Executive Officer/ Innovation Officer</b>  |  |
|---|--|
| Post  | 01   |
| Nature of Post  | The contract will be for 1 year contract extendable to 3 to 5 years based on appraisal of performance. |
| Emoluments  | Fixed Goss Emoluments: Rs 60000+Rs 10000 (Performance based incentive)                                 |
| <b>Eligibility Criteria</b>   |  |
| <b>Education Qualifications</b>   |  |
| Postgraduate in any disciplines from a recognized national or international institution with good academic track record   |  |
| <b>Work Experience</b>  |  |
| An individual with impeccable track record having minimum 4-5 years of overall experience in the industry/ related institutions, Start-up (as Founder/Co-Founder) and/ or an enabler of Start-up, Innovation and entrepreneurship ecosystem by virtue of managing/ leading/ coordinating key activities or its flagship programmes.   |  |
| <b>Desirable</b>  |  |
| <ul style="list-style-type: none"> <li>• A highly motivated individual looking to work in the start-up ecosystem.</li> <li>• Prior experience as a startup founder or with a relevant VC/ Angel investment firm.</li> <li>• Overall understanding of the start-up incubation process and related challenges.</li> <li>• Strong execution skill set – including a focus on decision making, comfort with ambiguity, and ability to drive rapid “learn and implement” iterations, strong bias for action and outcomes-based orientation.</li> <li>• Good overall leadership and networking skills.</li> <li>• Fluent in written and spoken English with excellent communication skills</li> <li>• Experience of running multi-functional teams.</li> <li>• Excellent skills in the entire Microsoft Office Suite</li> </ul> |  |
| <b>Responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>• Creating robust entrepreneurial ecosystem with experience in CSR raising/ revenue creation, strategic planning, execution of incubation programs/ grants,</li> <li>• Work with startups at the Centre according to the frameworks and mechanisms as outlined by the Incubator leadership team.</li> <li>• Monitor business performance of portfolio start-ups, interface with other stakeholders and provide industry connects</li> <li>• Industry, Alumni networking and initiating outreach programs</li> <li>• Identify key verticals and generate insights, use-cases and industry analyses for internal and external usage.</li> <li>• Ensuring coordination with relevant team members within the organization.</li> </ul>   |  |
| Application forms can be obtained from Recruitment at <a href="http://www.csjmu.ac.in">www.csjmu.ac.in</a> .<br>Google Application Form Link: <a href="https://forms.gle/s4ns5MsxH1u1GPnZ7">https://forms.gle/s4ns5MsxH1u1GPnZ7</a><br>Last date of application is 15 days from Date of the Advertisement.<br>Application fees of Rs 500/- (Five hundred fee) should be in favour of<br><b>ACCOUNT NAME: CHHATRAPATI SHAHU JI MAHARAJ INNOVATION FOUNDATION</b><br><b>ACCOUNT NO: 29400100024334, IFS CODE: BARB0CSUKAN (0 DENOTE ZERO); BRANCH: CSJMU CAMPUS, KALYANPUR; BANK NAME: BANK OF BARODA</b>   |  |



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| <b>Incubation Manager</b>   |  |
|---|--|
| Post  | 01   |
| Nature of Post  | The contract will be for 1 year contract extendable to 3 to 5 years based on appraisal of performance. |
| Emoluments  | Fixed Goss Emoluments: Rs 40000+Rs 10000 (Performance based incentive)                                 |
| <p><b>Eligibility Criteria</b></p> <p><b>Education Qualifications</b><br/>                     Candidate must hold Graduate or equivalent degree in any discipline from recognized Institution with good academic record</p> <p><b>Work Experience</b><br/>                     An individual with an strong track record having with a minimum of 3 years' experience in Incubation Center management.</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• A highly motivated individual looking to work in the start-up ecosystem.</li> <li>• Strong soft skills</li> <li>• Experience of leading/ coordinating key activities in an incubator/ accelerator.</li> <li>• Fluent in written and spoken English with excellent communication skills</li> <li>• Experience of running multi-functional teams, conducting workshops, hackathons, boot camps.</li> <li>• Excellent computing skills</li> </ul>   |  |
| <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure smooth day-to-day overall functioning of the incubator, by coordinating with Administration, Funding Agency and other relevant team members.</li> <li>• Pre-incubation: Deal Flow generation, Screening of proposals, Research, Patent landscaping, working with entrepreneurs for their proposals, resending proposals to the next level for selecting incubates.</li> <li>• Incubation: Lead formation of new business and provide incubation facilities to enable commercialization of the business: To induct new entrepreneurs; create Incubation plans and implement them, assist in writing business plans, keep track of the Incubation process; help the incubates prepare proposals for getting funding, etc.</li> <li>• Events and workshops: Plan various workshops/events/webinars for the Incubator, and execute the same with the help of team members.</li> <li>• Mentor Network: Develop the mentor network for the Incubator and work with them to make the Incubated venture successful.</li> <li>• Establish MOU/Partnerships: Forge partnerships with other organizations for providing services to the incubates or the incubator; marketing the incubator, sponsorships tc. Liaison with the government and industries. Manage social media, branding of Incubation Center</li> <li>• Execute Entrepreneurship Development and Skill Training Programs for Campus and affiliate Colleges students, faculty, Start Up enthusiasts</li> </ul> |  |
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| <b>Junior Administration Officer</b>  |  |
|---|--|
| Post  | 01   |
| Nature of Post  | The contract will be for 1 year contract extendable to 3 to 5 years based on appraisal of performance. |
| Emoluments  | Fixed Goss Emoluments: Rs 25000  |
| <b>Eligibility Criteria</b>   |  |
| <b>Education Qualifications</b>   |  |
| Candidate must hold Graduate or equivalent degree in any discipline from recognized Institution with good academic record   |  |
| <b>Work Experience</b>  |  |
| A minimum of 1-2 years' experience in Accountancy and Computer Fluency (MS Office, Canva, online tools )  |  |
| <b>Responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>• Ensure smooth day-to-day overall functioning of the incubator, by coordinating with Administration, Funding Agency and other relevant team members.</li> <li>• Help maintain company accounts, financial statements in coordination with administration</li> <li>• Help maintain files to keep track of important documents, organize travel arrangements, daily events, workshops etc</li> <li>• Manage supply inventory and perform data entry as required,</li> <li>• Social media handling, preparation of flyers, organizing events, daily / weekly reports for different departments as per their standard formats)</li> </ul> |  |
| <p>Application forms can be obtained from Recruitment at <a href="http://www.csjmu.ac.in">www.csjmu.ac.in</a>.<br/>           Google Application Form Link: <a href="https://forms.gle/fGm4wRLQtR7ZYsgG7">https://forms.gle/fGm4wRLQtR7ZYsgG7</a><br/>           Last date of application is 15 days from Date of the Advertisement.<br/>           Application fees of Rs 100/- (One hundred fee) should be in favour of<br/> <b>ACCOUNT NAME: CHHATRAPATI SHAHU JI MAHARAJ INNOVATION FOUNDATION</b><br/> <b>ACCOUNT NO: 29400100024334; IFS CODE: BARB0CSUKAN (0 DENOTE ZERO)</b><br/> <b>BRANCH: CSJMU CAMPUS, KALYANPUR; BANK NAME: BANK OF BARODA</b></p>               |  |



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| <b>Intern</b>   |  |
|---|--|
| Post  | 01   |
| Nature of Post  | The contract will be for 1 year contract extendable to 3 to 5 years based on appraisal of performance. |
| Emoluments  | Fixed Goss Emoluments: Rs 20000  |
| <b>Eligibility Criteria</b>   |  |
| <b>Education Qualifications</b>   |  |
| Candidate must hold MBA/MCA from recognized Institution with good academic record   |  |
| <b>Desirable</b>  |  |
| Computer literacy, Experience in webpage designing, branding, digital marketing<br>Interested in learning about the Entrepreneurship ecosystem by working closely with the Incubation Team at CSJM Innovation Foundation in facilitating Start Ups, conducting workshops, hackathons, boot camps and networking with partners, Website designing, Social media branding |  |
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| Last date of application is 15 days from Date of the Advertisement.   |  |