



**Atal
Incubation
Centre**
SRS of ICAR-NDRI

Supported by Atal Innovation Mission, NITI Aayog

AIC-SRS-ICAR-NDRI FOUNDATION

Room No. E-1, E-11, E-12
ICAR-National Dairy Research Institute
Southern Regional Station, Adugodi
Bengaluru - 560030.
CIN: U01100KA2018NPL116782
GST: 29AARCA3429M1Z1

☎ 080-22631429

✉ team@aicsrsndri.org

www.aicsrsndri.org

Ref: ASINF/22-23/Notification/002 dated 28 February 2023

Appointment of “Chief Executive Officer” for AIC-SRS- ICAR-NDRI-Foundation, Bengaluru

Job Description – Chief Executive Officer

1. **Name of the position:** Chief Executive Officer
2. **Number of posts:** 01 (one)
3. **Work Location:** AIC-SRS-ICAR-NDRI Foundation, SRS campus of ICAR-NDRI, Adugodi, Hosur Road, Bengaluru – 560030.
4. **Salary:** CTC of Rs. 18.48 per annum (Fixed Salary: Rs 14.40 lakh per annum; Performance linked variable salary: Rs 4.08 lakh per annum)

A. About AIC-SRS-ICAR-NDRI Foundation

AIC-SRS-ICAR-NDRI Foundation is a section 8 company funded by Atal Innovation Mission (AIM) of NITI Aayog, New Delhi. AIC-SRS-ICAR-NDRI is promoted by Southern Regional Station of ICAR-National Dairy Research Institute, Bengaluru. This centre aims to offer dairy Business Incubation for conservation and propagation of indigenous cow breeds of Southern India by embryo transfer, value addition to milk and dairy food products and food safety. This integrated model of dairy production and processing facilitates public private partnerships and entrepreneurship development.

B. Role & Responsibility

a. Role

Chief Executive officer is required to further establish the Incubator to promote entrepreneurship in dairy processing and other livestock management activities, facilitate entrepreneurial activity on campus at Atal Incubation Centre – Southern Regional Station – National Dairy Research Institute (AIC-SRS-ICAR-NDRI Foundation). The Incubation setup would include physical and virtual incubation facilities.

The Chief Executive Officer (CEO) will be the key member of the incubator executive team, who is responsible for leading the development and execution of the incubator, day to day management decisions and implementation of the incubator's long and short term plans, under the guidance of Governing Board and Advisory cum-Monitoring Committee. In short, the CEO is responsible for managing the operations, planning, marketing and the development of the Incubator.

The CEO acts as a direct liaison between NITI Aayog's AIM and AIC-SRS-ICAR-NDRI Foundation and interacts with industries, investors and public sector bodies. He/she will manage corporate partner relations, start-up mentor engagement, training, education, course design and research on incubators & start-ups as part of AIC-SRS-ICAR-NDRI Foundation.

b. Responsibility

- i. Lead events from ideation to execution. Manage the local events calendar and ensure a constant flow of events.
- ii. Induct new incubatees and monitor the progress of the incubatees.



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- iii. Support and lead marketing for the AIC-SRS-NDRI. Ideate and execute marketing ideas. Create and manage outreach channels (social media, mailing list, etc) to spread the word about all the initiatives especially events.
- iv. Introduce incubation and other services to entrepreneurs who visit AIC-SRS-NDRI. Maintain a tracker and periodically report data to the management.
- v. Be the 'go-to-person' in the incubator for all the incubatees. Also strengthen the community by making active connections, organizing regular meetups, etc.
- vi. Conceptualization of various programs to attract potential startups to use facilities at incubator.
- vii. Articulate & implement the support system for startups for successful use of Incubation centre.
- viii. Connect with the complete Ecosystem- Startups, Investors, Mentors, Service Providers, Hiring and Infrastructure.
- ix. Shall make plans and execute to achieve the AIC-SRS-NDRI Foundation objectives and targets and monitor annual plans.
- x. Manage the business centre with stringent financial practices as per the policies and guidelines of incubator.
- xi. Facilitate mentor-startup relationship with consistent involvement and monitoring.
- xii. Coordinating with external players & service providers to contribute to the startups endeavors by making them involved in the incubation process, the day-to-day operations of the incubator, attracting funds through Grants and other means.
- xiii. Administering the earnings and expenses related to the operations and expansion of the Centre under the directions of the Governing Body of the incubator
- xiv. Complying with all regulatory & statutory requirements of a section 8 company and making strategic decisions to steer the Centre towards becoming a world-class Centre for nurturing start-ups.
- xv. Work closely with the students and faculty at SRS of ICAR- NDRI to help nurture entrepreneurship at SRS of NDRI.
- xvi. To create a team with the culture of entrepreneurship, openness and integrity and monitor its functioning.

C. Qualifications & experience

- i. The candidate should hold a regular MBA/ PGDM or its equivalent or post-graduation in veterinary science or dairy science or food technology or biotechnology from a recognized institution.
- ii. All the candidates must have a minimum of 3 years of experience in operations of incubation centre and/or other related area.
- iii. Preference would be given to those who have worked for business incubator/private equity as CEO, or in senior management position. Moreover, those who have worked for startups or multinationals at higher positions and those involved in technology transfer would also be considered.

The candidate is expected to possess knowledge in the following areas:

- a. Business Incubation programs
- b. Marketing/sales principles
- c. Startup related central, state and local laws, rules, ordinances, statues and regulations
- d. Public relations principles
- e. Budget administration principles
- f. Business development and finance
- g. Regulatory and statutory requirements for a section-8 company



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D. Age

Not above 50 years as on 28.02.23.

E. Tenure of appointment

The appointment shall be on contractual basis for a period of one year initially. This may be extendable by three more years by mutual consent subject to satisfactory performance on every year. AIC-SRS-ICAR-NDRI Foundation reserves the right to terminate the contract with one month notice period.

F. Salary

5. The salary shall not exceed Rs. 18.48 lakh per annum (Fixed Salary: Rs 14.40 lakh per annum; Performance linked variable salary: Rs 4.08 lakh per annum). Annual, upto 10 % increase in fixed salary will be considered based on performance. This salary is consolidated amount and does not include any other allowances like HRA, DA etc and not governed by any central or state government rules.

Application Process

1. Interested candidates may send their application in the attached format along with the CV and self-attested copies of testimonials regarding qualifications and work experience to aicsrsicarndrifoundation@gmail.com
2. The last date for application for 17th March 2023, 5:30pm.
3. **The subject line of the email should be “Application for the post of CEO”.**
4. The candidates must submit all original certificates/testimonials for verification, when selected.
5. The date and time of the interview will be intimated by email & phone. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.
6. Owing to the large number of applications, it would not be possible for providing individual feedback.
7. Applications received after 5:30pm on 17th March 2023 would not be considered for evaluation.
8. Applications should be submitted in the application form format enclosed herewith. No deviations will be entertained.
9. Applications received without requisite attachments, proof of claims, signature etc will not be considered and would be summarily rejected.
10. For any queries, you may call 080-22631429.



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APPLICATION FORM

I. Basic Details			
Name		Date of Birth (DD/MM/YYYY)	
Gender		Age as on 28.02.23	
Present address	Permanent address		Please place your latest passport size photograph

II. Academic Qualifications					
Level	Year of passing	Institute/ University	Subject(s) with major field	Class/ Division/ Grade/ percentage/ OGPA	For Office use only
MBA/PGDM					
Post-graduation in Veterinary science/ Dairy science /Food technology/Biotechnology					
Any Other Qualifications (Relevant to the post)					



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III. Employment record (starting from the present position) and Experience over & above the prescribed essential years stipulated as minimum qualifications

(You may attach a separate sheet – with your name and details clearly mentioned – as required in the same format)

Designation	Pay scale/ pay band/ pay level	Nature of work	Organisatio n/ Institute	Place of posting	Period From (DD/ MM/YY)	Period To (DD/ MM/YY)
Total years of employment / service					_____ Years _____ Months	
Do you meet the prescribed essential years stipulated as minimum qualification (I.e., minimum 3 years)					Yes / No	
Number of years of service/experience over and above the prescribed period (ie., experience above 3 years)					For office use only	

Preferential work experience	Desirable qualification/ experience possessed by the candidate		For office use only
	Position	Duration in years	
Worked as CEO or senior management position for incubation centre/ private equity/ startups/ multinationals	CEO		
	Senior Manager		
	Any other position		



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IV. Achievement/contribution towards handling/managing incubation centre/ promoting incubates/ entrepreneurship/start-up etc.			
Type / nature of work	Quantity in number	Supporting document, if any	For office use only
No. of Incubation centre/ No. of incubatees promoted / No. of entrepreneurship developed /No. of start-up created/ supported / associated with technology transfer in numbers etc. by you involving the project cost/ turnover of Rs.			
Above Rs 500 lakhs			
Between Rs 101 lakhs to Rs 499 lakhs			
Between Rs 51 lakhs to Rs 100 lakhs			
Between Rs 10 lakhs to Rs 50 lakhs			

Note: Please enclose/attach self-attested photocopies of all your documents in pdf. format which is serially page numbered for all your Qualifications and claims in the application

DECLARATION

I, _____ son/daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/appointment may be cancelled by the competent authority.

Signature of the candidate