

	<b>AIC SURATi iLAB Foundation</b> Office Address: Rayka Circle, Udhna, Surat-394210	
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**Notice for Recruitment of Individual Professional on Purely Contractual Basis**

AIC SURATi iLAB Foundation hereby invites Online Applications from Individual professionals for the following position purely (on contractual basis) for 11 months:

Sr. No.	Name of Position	No. of Post	Compensation (Fixed per Month)
1	Incubation Manager	01	Rs.50,000/- to Rs. 70,000/-
2	Associate- Communication	01	Rs. 40,000/- to Rs. 60,000/-
3	Business Analyst	01	Rs. 40,000/- to Rs. 60,000/-
4	Assistant- Accountant	01	Rs. 20,000/- to Rs. 30,000/-
5	Receptionist	01	Rs. 15,000/- to Rs. 20,000/-

For further details about the position, please visit websites – [www.suratmunicipal.org](http://www.suratmunicipal.org) or [www.suratsmartcity.com](http://www.suratsmartcity.com) or [www.suratiilab.org](http://www.suratiilab.org) . Interested candidates need to apply online on these websites. Last date and time for submission of online applications on above mentioned websites is **25<sup>th</sup> March, 2021 till 5:00 PM.**

No./AICSURATiLAB/ADV/006  
Date: 06/03/2021

Sd/-  
**Managing Director**  
AIC SURATi iLAB Foundation

## **Job Description and details for various posts**

### **1.) Position: Incubation Manager**

**No. of Post:** 01 (One)

#### **Qualification & Experience:**

- B.com/B.sc/BE/B.Tech/BBA with MBA
- BE/B.Tech with MBA will be preferable.
- 4 years post-qualification experience including minimum 1 year Experience in the startup / Innovation /Entrepreneurship domain, either as a startup founder / co-founder / core team member or in a lead position in reputed Innovation & Startup promoting center.

#### **Roles & responsibilities**

##### **1.) Ecosystem Development, Meeting Targets, Planning & Monitoring**

- Engage with various (current/potential) entrepreneurs, start-ups, mentors, investors and incubators. Understanding needs and designing strategies to overcome gaps in related entrepreneurship.
- Establish collaborations with other incubators, institutes, organizations and firms.
- Develop and leverage industry, academics, investors & institutional network for the benefit of the incubation program.
- Develop the business and help the incubator achieve its objectives and targets.
- Organize events to facilitate collaborations, technology tie-up, and business development of start ups.
- Assess availability of infrastructure for start-ups.
- Contribute to the formulation of financial plans, monitor their implementation.
- Promoting and campaign AIC SURATi iLAB on a local and national forum.
- Portfolio Management
- Manage marketing and branding

##### **2.) Management**

- Provide supportive leadership to staff within the areas, training, development and appraisal of staff in a timely manner
- Ensure that employment policies of the AIC, equal opportunities and health and safety legislation, together with good management practices, are consistently

applied. Oversee budgetary management and management of accounts and production of financial reports

- Contribute to the development of financial policies and procedures to ensure effective management of funds.
- Develop implement new initiatives for incubation service offerings to entrepreneurs & start-ups.
- Coach entrepreneurs and start-up companies in business development.
- Assist entrepreneurs in proposal writing, pitch deck, business development, fundraising as well as relevant linkages to established companies for business opportunities.
- Demonstrate ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & central government, and angel investors.
- Provide trainings and mentorship to entrepreneurs
- Forge partnerships and networks with academia, industry, funding sources, existing incubators and others for the start-ups to leverage.
- Build a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.
- Develop & manage a network of entrepreneurs, start-ups, mentors, institutions, funding agencies, investors and industries.
  
- Any other function that may be assigned by the Higher Authority from time to time.

### **Selection Process:**

1. Out of total eligible candidates -
  - A. First preferred candidates (BE/B.Tech with MBA) will be invited for the personal interview.

B. If suitable candidate not found from (A) then remaining candidates (B.com/B.sc/ BBA with MBA) will be invited for the personal interview.

2. Shortlisted Candidates from personal interview round will have to give presentation on planning, execution, implementation road map and self sustainability model for AIC SURATi iLAB Foundation.

### **Age Limit**

- 40 Years

### **Type of Appointment**

- Contractual Appointment (11 months)

### **Compensation**

- Rs.50,000/- to Rs. 70,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.

## **2.) Position: Associate- Communication**

**No. of Post:** 01 (One)

### **Qualification & Experience:**

- MBA in Mass Communications/Media Management/ Marketing/ Communication with 2 years' post-qualification experience including minimum 1 year experience in Digital Marketing.

**OR**

- Post graduate degree in Mass Communications/Media Management/ Marketing/Communication with 3 years' post-qualification experience including minimum 1 year experience in Digital Marketing.

### **Roles & responsibilities:**

- Create informative and interesting press releases, press kits, newsletters, and related marketing materials.
- Create communication and marketing strategies for launches, events, and promotions.
- Plan and manage the design, content, and production of all marketing materials.
- Work with different marketing departments to generate new ideas and strategies.
- Develop and implement effective communication strategies that build startup loyalty programs, brand awareness, and start up satisfaction.
- Design and oversee all aspects of our digital marketing department including our marketing database, email, and display advertising campaigns.
- Plan and manage our social media platforms.
- Prepare accurate reports on our marketing campaign's overall performance.
- Coordinate with advertising and media experts to improve marketing results.
- Prepare detailed media activity reports.
- Identify the latest trends and technologies affecting advertisement industry.
- Evaluate important metrics that affect our website traffic, service quotas, and target audience.
- Work with your team to brainstorm new and innovative growth strategies.
- Any other function that may be assigned by the Higher Authority from time to time.

### **Selection Process**

- Eligible Candidates will be selected based on a personal interview.

**Age Limit**

- 40 Years

**Type of Appointment**

- Contractual Appointment (11 months)

**Compensation**

- Rs. 40,000/- to Rs. 60,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.

### **3.) Position: Business Analyst**

**No. of Post:** 01 (One)

#### **Qualification & Experience:**

- B.E./B.Tech with MBA
  - 1 year post-qualification experience in the startup / Innovation /Entrepreneurship domain, either as a startup founder / co-founder / core team member or in a lead position in reputed Innovation & Startup promoting center.

#### **Roles & responsibilities**

- Research on emerging trends in technology, Research projects in academies, Govt. Schemes mapping, Applications & Grant receipts, documentation and reporting.
- Evaluate and analyze the practicability, Scalability and development of Startups.
- Create various system requirement documents (activity diagrams, use cases, scenarios, business analysis, flowcharts, document analysis, requirement workshops, surveys, business process descriptions and workflow analysis)
- Analyze information from surveys and workshops, task analysis, and business process descriptions.
- Understand the initiative/project requirements in detail from managers and translate those into system requirements
- Identify the enterprise-wide as well as cross-project requirements for the system.
- Evaluate and analyze the practicability of and developing requirements for new systems and upgrades to existing systems. Gather information from multiple sources and critically evaluate it, reconcile conflicts, disseminate high-level information into details and distinguish start up requests from their true needs.
- Deliver work products throughout the project life cycle.
- Ensure the system design conforms to the user and project needs
- Participate in user acceptance testing and undertake the functionality testing of a new system
- Provide technical training to internal stakeholders(Start ups).
- Any other function that may be assigned by the Higher Authority from time to time.

#### **Selection Process**

- Eligible Candidates will be selected based on a personal interview.

**Age Limit**

- 40 Years

**Type of Appointment**

- Contractual Appointment (11 months)

**Compensation**

- Rs. 40,000/- to Rs. 60,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.

#### **4.) Position: Assistant- Accountant**

**No. of Post:** 01 (One)

#### **Qualification & Experience:**

- MBA in Accounting/Taxation/Finance.  
**OR**
- M.Com. in Accounting/Taxation/Finance.  
**OR**
- B.Com. in Accounting/Taxation/Finance with 01 year post Qualification experience in Financial Accounting, Taxation, Cost Accounting, GST etc.

#### **Roles & responsibilities**

- Preparing invoices, Bill payment, Banking & payroll activities.
- Completing financial reports on a regular basis and providing information to the finance team.
- Managing petty cash transactions & Office material purchase check bill payments.
- To Co-ordinate for Internal & Statutory audits, Bank authorities
- Preparing & Maintaining of Financial MIS.
- Any other function that may be assigned by the Higher Authority from time to time.

#### **Selection Process**

- Eligible Candidates will be selected based on Merit (50% Weightage of Education Qualification and 50% weightage of the Written Exam).

#### **Age Limit -**

- 30 Years

#### **Type of Appointment -**

- Contractual Appointment (11 months)

#### **Compensation**

- Rs. 20,000/- to Rs. 30,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.

## **5.) Position: Receptionist**

**No. of Post:** 01 (One)

### **Qualification & Experience:**

- Graduate from Govt. recognized University/college.
- Must have Certification Course in Computer having a Basic Computer knowledge including MS Office, Internet Browsing and Gujarati English Typing. (Any Graduate from Computer Field will get relaxation in Certification Course)

### **Roles & responsibilities**

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.
- Any other function that may be assigned by the Higher Authority from time to time.

### **Selection Process**

- Eligible Candidates will be selected based on Merit (50% Weightage of Education Qualification and 50% Weightage of the Written Exam).

### **Age Limit**

- 30 Years

### **Type of Appointment**

- Contractual Appointment (11 months)

### **Compensation**

- Rs. 15,000/- to Rs. 20,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.