
	<p align="center"><b>SURAT SMART CITY DEVELOPMENT LIMITED</b> Office Address: 1<sup>st</sup> Floor, Surat Municipal Corporation South Zone Office, Udhna, Surat-394210</p>	
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**NOTICE: INVITING APPLICATION FROM INDIVIDUAL PROFESSIONALS**

Surat Smart City Development Limited and AIC SURATi iLAB Foundation hereby invites online applications from individual professionals for the following positions on a purely contractual basis:

Sr. No.	Name of Position	No. of Post
1	Chief Executive Officer (CEO), AIC SURATi iLAB Foundation	01
2	Business Analyst, AIC SURATi iLAB Foundation	01

For more details about the positions and online application, please visit the websites: [www.suratmunicipal.gov.in](http://www.suratmunicipal.gov.in), [www.suratsmartcity.com](http://www.suratsmartcity.com) or [www.suratiilab.org](http://www.suratiilab.org).

The last date and time for submission of online applications on the above-mentioned website is 20/01/2024 upto 5:00 PM.

SSCDL/OUT/ADV/No.03

Date: 03/01/2024

Sd/-  
Chief Executive Officer  
Surat Smart City Development Limited

Surat Smart City Development Limited and AIC SURATi iLAB Foundation hereby invites online applications from individual professionals for the following positions on a purely contractual basis:

**Position: Chief Executive Officer (CEO), AIC SURATi iLAB Foundation**

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

**Qualification & Experience:**

1. Bachelor in Technology/Engineering (or equivalent degree) or Master in Technology/Engineering/Science/Management from a recognized institute/university.
2. Minimum 7 years of overall work experience, with minimum two years of experience in the Startup / Innovation / Entrepreneurship domain, either as a startup founder / co-founder / core team member / key employee and /or as an enabler of startup/Innovation ecosystem or in a lead position in reputed Innovation & Startup promoting organization.
3. Must have led a team of professionals with multi-functional expertise during the course of his Industry experience.

**OR**

1. Fulltime Bachelor degree from IITs or fulltime Master degree from IITs/IIMs
2. With minimum two years of experience in the Startup / Innovation / Entrepreneurship domain, either as a startup founder / co-founder / core team member / key employee and /or as an enabler of startup/Innovation ecosystem or in a lead position in reputed Innovation & Startup promoting organization.

**Desired:**

1. Additional knowledge & education in enterprise management, entrepreneurship development, law etc. would be an additional advantage.
2. Experience of starting his/her own venture.
3. Large Network with Industry, Educational Institutes, Experts in various fields, Investors, VC funds, Lenders etc.
4. A Go-getter, dynamic individual with his own vision for AIC SURATi iLAB Foundation.
5. Understanding of Start-up and Entrepreneurship ecosystem of Gujarat

**Tenure:**

Contractual appointment for a maximum of five years. Initial appointment will be for one (1) year, with provision of yearly renewable based on satisfactory performance.

**Remuneration:**

Rs.1,25,000/- to Rs.2,50,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.

**Age Limit:**

Not over 55 years.

**Selection Process:**

1. Shortlisted Candidates will have to give presentation covering planning, execution, implementation road map, self-sustainability model for AIC SURATi iLAB Foundation.
2. Selected Candidates from presentation round will be eligible for personal interview.

**Roles & responsibilities:**

1. Will be required to lead all operations of the Incubator, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices in order to convert AIC SURATi iLAB Foundation as one of the best incubation Centre.
2. Establish the city level Innovation and Incubation Centre.
3. Manage SURATi iLAB Foundation in a sustainable and growth-oriented manner in terms of increasing the profile, diversity and competence.
4. Promote local collaboration and build brand Surat.
5. Promote ideas, products, entrepreneurs and startups in Surat.
6. Identify and attract suitable start-ups and entrepreneurs.
7. Manage the day-to-day operations of AIC SURATi iLAB Foundation.
8. Attract funds through Grants and other means and ensure its utilisation as per the guidelines.
9. Forge partnership with academia, industry, industry associations, other existing incubators, angel/seed funding institutions, etc. for the start-ups to leverage.
10. Assist the incubatee in creating a sustainable, scalable, and profitable business model by imparting training and mentorship.
11. Carryout events, seminars and other promotional activities for AIC SURATi iLAB Foundation independently or in collaboration of other stakeholders.
12. Steer the early-Stage Start-ups to Growth stage enterprises in due course of time and make the incubator Sustainable.
13. Administer the earnings and expenses related to the operations and expansion of the Lab under the directions of the Governing Body of the Lab.
14. Comply with all regulatory requirements.
15. Create significant value for start-ups, investors and incubator and make strategic decisions to steer the Lab towards becoming a world-class Innovation and Incubation Hub for nurturing start-ups.
16. Create institutional means of venture creation to broaden the pipeline of Innovations at AIC SURATi iLAB Foundation, to create value for the Institution and the region.
17. Responsible for fund flow management, Assets and liability management.
18. Facilitating the understanding of performance of organizational functions or units.
19. Managing risk in relation to setting and achieving the organization's objectives.
20. Implementing and monitoring effective internal control systems.
21. Any other function that may be assigned by the Chairman/ MD/ Governing Body from time to time.

## **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 (Startups).
- 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.

**Other Information and Terms & Conditions:**

1. Candidate who is eligible and desires to apply for the above post should submit an ON-LINE application on [www.suratmunicipal.gov.in](http://www.suratmunicipal.gov.in), [www.suratsmartcity.com](http://www.suratsmartcity.com) or [www.suratiilab.org](http://www.suratiilab.org)
2. The last date and time for submission of online applications on the above-mentioned website is 20/01/2024 upto 5:00 PM.
3. Candidates should satisfy themselves about their eligibility for the post applied for.
4. Candidates are advised to give specific, relevant, correct, and full information. The following relevant documents/testimonials are required to be uploaded in clearly readable softcopy (if applicable):
  - a. Latest CV/Resume
  - b. UG degree certificate
  - c. UG mark sheets/grade sheets
  - d. PG degree certificate
  - e. PG mark sheets/grade sheets
  - f. Other relevant educational certificates
  - g. Relevant experience certificates
  - h. Aadhaar Card
  - i. Proof of Income/Last salary drawn
  - j. Any other supporting document required to ascertain eligibility
5. All original certificates/documents in support of information furnished in the CV/resume/application must be produced at the time of interview failing which candidate may be disqualified for appearing interview.
6. Applications will be scrutinized, and short-listing will be carried out based on the relevant work experience and knowledge of the relevant domains.
7. Shortlisted candidates shall then be invited for an interview.
8. All cost related to candidature including application, travel, etc. shall be borne by the candidate and Surat Smart City Development Limited (SSCDL) shall not be liable for any cost disbursement.
9. In all matters regarding this recruitment including eligibility, interviews, assessment, shortlisting, etc. SSCDL's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. Further, SSCDL reserves the right to relax any of the requirements for the candidates in deserving cases. SSCDL also reserves the right to cancel the advertisement, fully or partly on any grounds.
10. Any communication to the candidate with regards to this advertisement will be through email/mobile number provided in the online application.
11. Canvassing in any form or bringing outside influence will disqualify the candidate for being considered for the position.