



**RECRUITMENT FOR THE POSITION OF INCUBATION MANAGER,
INCUBATION ASSOCIATE, AND CLERICAL ASSISTANT CUM
ACCOUNTANT AT ICT-NICE, MUMBAI NIDHI iTBI INCUBATION
CENTRE**

**Applications are invited for Contractual Staff positions under the DST
NIDHI iTBI Grant.**

Location of Posting: S. M. Mokashi Incubation Centre (ICT-NICE), Matunga, Mumbai

Nature of Post: The vacancy is proposed to be filled up purely on a contract basis for the duration of the project (maximum three years). The appointment will be initially for a period of one year and shall be continued based on the performance of the individual. The contract would co-terminate with the grant.

Selection process:

- Applications received on or before the last date shall be screened by a duly constituted screening committee. Therefore, applicants must go through the eligibility criteria carefully and ascertain their eligibility before applying.
- The 'shortlisted' candidates shall be called for an in-person interview at the Institute of Chemical Technology, Mumbai.
- The candidates, at the time of the selection process, must bring all supporting documents in original for verification and one set of duly self-attested photocopies of those documents.

Last date for receiving applications: 21st June 2023

ICT MUMBAI

Nathal Parekh Marg, Matunga, Mumbai - 400 019, India
Tel: +91-22-3361-1111/2222(B) Fax :+91-22-3361-1020(B)

Website : www.ictmumbai.edu.in
email : vc@ictmumbai.edu.in
GSTIN : 27AAAT14951J1ZG

ICT IOC, BHUBANESWAR

ICT-IOC Odisha Centre, Indian Institute of Technology,
Kharagpur Extension Centre, Near Hotel Swosti Premium,

Mouza-Samantpuri, Bhubaneswar-13
email : director@iocb.ictmumbai.edu.in
GSTIN : 21AAAT14951J1ZS

ICT MARATHWADA, JALNA

M/s Beej Sheetal Innovations Centre Private Limited,
BT-6/7, Biotechnology Park, Additional MIDC Area,

Aurangabad Road, Jalna-431 203
email : director@marj.ictmumbai.edu.in
GSTIN : 27AAAT14951J1ZG

| Position | Incubation Manager | Incubation Associate | Clerical Assistant cum Accountant |
|--------------------------|---|---|---|
| Number of vacancies | 1 | 2 | 1 |
| Essential Qualifications | UG & PG degrees in Pharmacy/ Pharmaceutical Technology/ Science/ Engineering and/or Management. | UG & PG degrees in Pharmacy/ Pharmaceutical Technology/ Science/ Engineering and/or Management. | B. Com, MSCIT |
| Desirable Experience | <p>Around 5 years of strong functional experience preferably in technology/research management, product management, business development, sales, managing investments, etc. related to startups or mid-sized enterprises in the tech sector, experience in the management of Incubation Centres. Candidate must possess excellent communication skill</p> | <p>Around 2 years of strong functional experience preferably in technology/research management, product management, business development, sales, etc. related to startups or mid-sized enterprises in the tech sector, experience in other Incubation Centres. Candidate must possess very good communication skill</p> | <ul style="list-style-type: none"> • Around 2 years experience in preparing and filing TDS, and GST returns. • Should be able to prepare the data for submission for Internal Audit. • Should have sound knowledge to manage statutory compliance. • Prepare financial statements and produce budget according to schedule. • Assist with tax audits and tax returns. <p>Support month-end and year-end close processes. Develop and document business processes and accounting policies to maintain and strengthen internal controls. Candidate must possess good communication skill</p> |
| Desirable Experience | <p>1. Entrepreneurship experience gained through/having been part of the founding team of a startup shall be given added advantage.</p> | <p>1. Entrepreneurship experience gained through/having been part of the founding team of a startup shall be given added advantage.</p> <p>2. Prior experience in the Incubation or Entrepreneurship development sector,</p> | <p>1. Good knowledge of Microsoft Excel 2. Good knowledge of Tally Prime 3. Preferred Candidates from an Audit firm</p> |

| Position | Incubation Manager | Incubation Associate | Clerical Assistant cum Accountant |
|----------------------|--|---|--|
| | <p>2. Prior experience in the incubation or Entrepreneurship development sector shall be an added advantage.</p> <p>3. Strong track record of having built and managed multi-disciplinary teams, with proven leadership, execution, and networking skills.</p> | Networking, and Event Management shall be an added advantage. | |
| Compensation: | Remuneration (consolidated) of INR 1,00,000 per month (all inclusive) for the first year of service is allocated. Additional variables pay and annual increments may be introduced in the second year after Annual Performance Review, and at the decision of the Board of Directors. Additional perks like Telephone, Internet, and Fuel Expenses may be applicable, and shall be decided by the board with an upper limit of spending per month. | Remuneration (consolidated) of INR 50,000 per month (all inclusive) for the first year of service is allocated. Additional variables pay and annual increments may be introduced in the second year after Annual Performance Review, and at the decision of the Board of Directors. Additional perks like Telephone, Internet and Fuel Expenses may be applicable, and shall be decided by the board with an upper limit of spending per month. | Remuneration (consolidated) of INR 25,000 per month (all inclusive) for the first year of service is allocated. Additional variables pay and annual increments may be introduced in the second year after Annual Performance Review, and at the decision of the Board of Directors. Additional perks like Telephone, Internet and Fuel Expenses may be applicable and shall be decided by the board with an upper limit of spending per month. |
| Mode of Appointment: | On contract and would report to the ICT-NICE NIDHI i-TBI PI | On contract and would report to the ICT-NICE i-TBI Incubation Manager. | On contract and would report to the ICT-NICE i-TBI Incubation Associate / Incubation Manager. |
| Age | The candidate shall be less than 50 Years as on 1 Jan 2023. | The candidate shall be less than 45 Years as on 1 Jan 2023. | The candidate shall be more than 22 Years of age on 1 Jan 2023. |

How to Apply: Candidates meeting the above eligibility requirements may fill out the below Google form:

Link: <https://forms.gle/bx4YTN2nvpGiQAux6>

Last date for receiving applications: 21st June 2023

Other general terms & conditions:

- ICT-NICE reserves the right to include those suitable candidates who may not apply in the recruitment process.
- Candidates are advised to visit the website of the Institute of Chemical Technology (<https://www.ictmumbai.edu.in>) regularly for updates. Amendments, and corrigenda (if any), will be placed on the Institute website only.
- ICT-NICE reserves the right not to fill up the position.
- Qualifications acquired must be duly recognized in law.
- Applicants should satisfy the experience criteria as on the date of application. Duration of Ph.D. (and experience acquired therein) will not be counted as experience.
- Mere fulfilments of qualifications and experience does not entitle a candidate to be short-listed. ICT-NICE reserves the right to restrict the candidates to be called for the selection process to a reasonable number based on relevant criteria.
- Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably. All information furnished MUST be based on supporting documentation (which will be called for, from short-listed candidates). Incomplete applications are liable to be rejected.
- If selected, candidates employed in Organizations/Institutions (including Autonomous Institutions) under the Government (Central or State); or Public-Sector Undertakings (Central or State) must produce a Relieving Letter at the time of reporting for duty.
- The Institute will communicate only with short-listed candidates. No correspondence from applicants shall be entertained.
- Canvassing in any form will be a disqualification.
- In all matters of selection, recruitment, appointment and service, the interpretation and decision of the Competent Authority of ICT-NICE shall be final and binding.

Mumbai

May 31, 2023



REGISTRAR

ICT, Mumbai

REGISTRAR

Institute of Chemical Technology
(University under Section-3 of UGC ACT of 1956)
Matunga, Mumbai-400 019