

SSCBS Innovation and Incubation Foundation

(A Company promoted by Shaheed Sukhdev College of Business Studies, University of Delhi)

CIN: U74999DL2016NPL306887

SSCBS Innovation and Incubation Foundation (SIIF) is a company promoted by Shaheed Sukhdev College of Business Studies, University of Delhi.

Primary objective of SIIF is to actively promote entrepreneurship amongst students, alumni and faculty & staff of SSCBS, and also for external entities in course of time. SIIF is looking for suitable candidates for the following roles:

1. Manager
2. Business Analyst

Send in your CV along with covering letter and your latest picture at hr-siif@sscbsdu.ac.in latest by 21.7.2018

Relevant information for aforesaid roles is given on successive pages. Candidates are requested to go through all the contents before applying.

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MANAGER

We are inviting applications from you if you seek challenges and are keen to be engaged in every aspect of entrepreneurship and start-up eco-system, to handle diverse projects, to interact with industry experts and to run the entire incubation centre.

Experience & Qualification:

- Minimum 6 years of experience in industry / consulting / education sector
- MBA or similar post graduate qualification in business / finance / economics; or B Tech

Skills:

- Strong understanding of how to manage and run a business unit
- Strong and effective in written & oral communication
- Must be well versed with MS- Office (Word, Excel, PowerPoint)
- Knowledge and prior experience in handling Social Media
- Should have basic level knowledge of website editing / management.
- Should be well versed with accounting, administration and regulatory compliances.

Job requirements:

- Build an environment for start-up and incubation within students, alumni, faculty and staff at SSCBS.
- Continuously build the pipeline of start-up proposals from within the SSCBS fraternity and general public.
- Taking initiative to organize and participate in online and offline events & sessions for them to connect with Start-up and Incubation Culture.
- Take specific ownership of tasks pertaining to creation of an effective interface with the industry to foster, promote and incubate entrepreneurs, in a mission mode to create interface between the Company and the industry by devising innovative ways to create partnerships and linkages with business and community to enable knowledge transfer for common good.
- Building Alliances:
 - Help in developing strong connect between the Company and academicians / researchers
 - Extensive business & technology collaborations
 - Strategical partnerships & alliances at national and international level.
 - Help SIIF take best advantage of ecosystem support via CSR, Govt. funds and international bodies through Research.
 - Identifying relevant contacts in the industry and communicating with them on behalf of SIIF which includes engaging the alumni for similar activities.
- Assist in ongoing activities to set up the incubation centre and work spaces in new campus of SSCBS.
- Manage the entire incubation centre including administration, operations and compliance.
- Develop internal business processes and structure of Incubation Centre for smooth functioning of this organisation.

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- Prepare various status reports, project ideas, plans and all relevant information required by the competent authority for publishing the health of the incubator/start-up ecosystem report.
- Keep the organization and stakeholders informed about developments in start-up ecosystem, regulations.
- Research & Development:
 - Carry out/get necessary business research carried out on entrepreneurship, start-ups, co-working spaces, government regulations, industry sectors.
 - Carry out relevant analysis/review of such projects and activities at Incubation Centre.
- Assisting the CEO:
 - Presentations, analysis and other functional tasks with him from time to time.
 - Acting as his back-up while he is not in office due to travel / business meetings.
 - In managing internal corporate governance; holding of business meetings as well as Board meetings, EGMs / AGMs
- Work along with chartered accountants and other professionals for compliance, financial reporting, taxation, reporting, maintaining documents / registers etc.
- Co-author business articles along with other colleagues at SIIF for publishing in newspapers / journals.

Other information

- Place of work: Rohini, Delhi
- Contractual employment for three years, renewable on mutual agreement
- Salary range: Rs. 6 lakhs – Rs. 7.2 lakhs per annum all inclusive
- Mode of selection: Interview after screening of CV and covering letter
- CV should include two references: Name, designation, contact number, email address, and how that person is known to you
- Age: Upper limit: 35 years
- May require working for 6 days in a week, depending upon business situations

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BUSINESS ANALYST

We are inviting applications from you if you have confidence and capabilities to be an integral part of the core team to run the incubation centre and be part of the exciting entrepreneurial eco-system

Experience & Qualification:

- Minimum 2 years of experience in industry / consulting
- Graduate or post graduate (MBA or similar qualification)

Skills:

- Strong and effective in written & oral communication
- Must be well versed with MS- Office (Word, Excel, PowerPoint)
- Knowledge and prior experience in handling Social Media
- Should have basic level knowledge of website editing / management.
- Should be well versed with accounting, administration and regulatory compliances.

Job requirements:

- Help the CEO and Manager in running the entire incubation centre
- Help in preparing operating financial statements, status reports, and presentations as and when required
- Keep the organization and stakeholders informed about developments in company and projects
- Track incubation policy at national and international level and help SIIF take best advantage of ecosystem support via CSR, Govt. funds and international bodies.
- Co-ordinate with other incubator centres
- Track all the projects under SIIF
- Communicate with various contacts provided by CEO and Manager; engaging with them for SIIF / projects under SIIF / college visits.
- Directly assist the CEO and manager for their presentations, analysis and other functional & business related tasks with them from time to time
- Carry out necessary business research on entrepreneurship, start-ups, co-working spaces, government regulations, industry sectors.
- Manage diary of CEO and assisting CEO in all his travel arrangements etc.
- Manage all office documents, files and communications
- Co-author business articles for publishing in newspapers / journals.

Other information

- Place of work: Rohini, Delhi
- Contractual employment for three years, renewable on mutual agreement
- Salary range: Rs.3 lakhs – Rs.3.6 lakhs per annum fixed
- Mode of selection: Interview after screening of CV and covering letter
- CV should include two references: Name, designation, contact number, email address, and how that person is known to you
- Age: Upper limit 28 years
- May require working for 6 days in a week, depending upon business situations