

Advertisement for the posts of Chief Executive Officer (CEO) and Business Executives

Appointment of CEO and Business Executives for AIC-SRS-ICAR-NDRI-Foundation, Bengaluru

Southern Regional Station of ICAR-National Dairy Research Institute, Bengaluru is the pioneering Institution in dairying and has undergone a series of changes during its history of 96 years. It had its origin in 1923 as Imperial Institute of Animal Husbandry and Dairying, established as a centre for training and research in dairying in the country. This station is catering to the development of necessary technological interventions for optimum and sustainable dairy production involving complex farming systems having different breeds/variety and processing of region specific dairy products. Recently, the Station has been approved for establishing a world-class Atal Incubation Centre funded by AIM, NITI Aayog, New Delhi. AIC-SRS-ICAR-NDRI Foundation is an section 8 company promoted by SRS of ICAR-NDRI, Bengaluru.

1. Chief Executive Officer. No. of Post - 01

Chief Executive officer is required to establish the Incubator to promote entrepreneurial leadership in embryo transfer, 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-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.

Overall Responsibilities:

- Lead events from ideation to execution. Manage the local events calendar and ensure a constant flow of events.
- Support and lead marketing for the startup hubs. 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.

- Introduce incubation and other services to entrepreneurs who visit the hubs. Maintain a tracker and periodically report data to the management.
- Be the 'go-to-person' in the incubator for all the incubatees. Also strengthen the community by making active connections, organizing regular meetups, etc.
- Conceptualization of various programs to attract potential startups to use facilities at incubator.
- Articulate & implement the support system for startups for successful use of Incubation centre.
- Connect with the complete Ecosystem- Startups, Investors, Mentors, Service Providers, Hiring and Infrastructure.
- Shall make plans and execute to achieve the AIC-SRS-NDRI Foundation objectives and targets and monitor annual plans.
- Manage the business centre with stringent financial practices as per the policies and guidelines of incubator.
- Facilitate mentor-startup relationship with consistent involvement and monitoring.
- 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.
- Administering the earnings and expenses related to the operations and expansion of the Centre under the directions of the Governing Body of the incubator
- Complying with all regulatory requirements, and making strategic decisions to steer the Centre towards becoming a world-class Centre for nurturing start-ups.
- He/she will be expected to work closely with the students and faculty at SRS of ICAR-NDRI to help nurture entrepreneurship at SRS of NDRI.
- To create a team with the culture of entrepreneurship, openness and integrity and monitor its functioning.
- The candidates are expected to possess the knowledge/skills in the following areas:
 - ✓ Business incubation programs
 - ✓ Marketing/sales principles
 - ✓ Start-up related central, state, and local laws, rules, ordinances, statues, and regulations
 - ✓ Public relations principles
 - ✓ Budget Administration principles
 - ✓ Business development and finance

Qualifications & experience:

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. All the candidates must have a minimum of 8 years of experience. 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 would also be considered.

Age: Not above 50 years as on 31.01.2021.

Tenure of appointment: The appointment shall be on contractual basis for a period of two years 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.

Salary: The salary will be competitive and shall not exceed Rs. One lakh per month (Rs. 12.0 lakhs per annum). Annual up to 10 % increase in total 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.

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2. Business Development Executive (Dairy and Food Processing), No. of Post – 01

Role & Responsibilities:

- Build contacts with potential clients to create new incubation opportunities
- Keep prospective client database updated
- Support in writing new business proposals
- Maintain knowledge of all product and service offerings by AIC
- Arrange meetings for senior management with prospective incubatee
- To perform purchase and procurement activities of AIC, able to design specifications for dairy processing equipment, and procure the equipment as per codal formalities of AIC. Also, must coordinate for repair and maintenance of equipment
- Assist incubatees in organizing wet processing trials, analysis, packaging and shelf –life evaluation of dairy and food products etc.
- Must have good knowledge of e-procurement portal and GEM portal of Govt. of India, must able to prepare and upload tender documents, corrigendum, tender evaluation for technical and financial bidding as per codal formalities
- Responsible for active coordination across teams and to assist the field specific entrepreneur or start-up by hand holding during product development, product scale up and marketing.
- Must able to perform any other assigned work from time to time by higher management

Qualifications & experience:

- The candidate must hold a regular B.Tech (Dairy Technology) or B.Tech (Food Technology) from a recognized Institution. However preference will be given to those having experience of working in commercial dairy or food processing plants.
- **Age: Not above 35 years as on 31.01.2021.**
- **Tenure of appointment:** The appointment shall be on contractual basis for a period of two years 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.
- **Salary:** The salary will be competitive and shall not exceed thirty five thousand per month (Rs. 4.2 lakhs per annum). Annual up to 10 % increase in total 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.

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3. Business Development Executive (Dairy Production), No. of Post – 01

Role & Responsibilities:

- Build contacts with potential clients to create new incubation opportunities
- Keep prospective client database updated
- Support in writing new business proposals
- Maintain knowledge in the area of dairy production & related areas.
- Arrange meetings for senior management with prospective incubatee
- To perform purchase and procurement activities of AIC, able to design specifications for dairy production equipment, and procure the equipment as per codal formalities of AIC.
- Taking lead in field embryo transfer, arranging trainings, genetic improvement of cattle etc.
- Must have good knowledge of e-procurement portal and GEM portal of Govt. of India, must able to prepare and upload tender documents, corrigendum, tender evaluation for technical and financial bidding as per codal formalities
- Responsible for active coordination across teams and to assist the field specific entrepreneur or start-up by hand holding during product development, product scale up and marketing.
- Must able to perform any other assigned work from time to time by higher management

Qualifications & experience:

- The candidate must hold a regular B.V.Sc & AH degree from a recognized Institution. However, preferences will be given to those having experience in the area of embryo transfer/Animal Biotechnology / Animal Genetics & Breeding.
- **Age: Not above 35 years as on 31.01.2021.**
- **Tenure of appointment:** The appointment shall be on contractual basis for a period of two years 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.
- **Salary:** The salary will be competitive and shall not exceed thirty five thousand per month (Rs. 4.2 lakhs per annum). Annual up to 10 % increase in total 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.

The interview of candidates will be held in on-line virtual mode on 5th March 2020 for the CEO position and on 6th March 2020 for the Business Executive Positions. **Selected candidate shall work at AIC-SRS-ICAR-NDRI FOUNDATION, SRS of ICAR-NDRI, Adugodi, Hosur Road, Bengaluru-30.**

All the interested eligible candidates are requested to send their CV in the attached format by email on or before 4th March by 5 PM (email: aicsrsicarndrifoundation@gmail.com). The link for the on-line interview will be shared after 6 PM on 4th March 2021.

AIC-SRS-ICAR-NDRI FOUNDATION will not be responsible for any technical problems with respect to internet connectivity during the interview.

Dr. K. P. Ramesha

Dr. K. Jayaraj Rao

Dr. A. Kumaresan

Directors, AIC-SRS-ICAR-NDRI Foundation

FORMAT FOR CEO

AIC-SRS-ICAR-NDRI FOUNDATION, BENGALURU

Address

Present	Permanent

Please place your latest passport size photograph

i. Name		ii. Date of Birth* (DD/MM/YYYY)	
iii. Gender		iv. Age as on 31.01.2021	
v. Post applied for		vi. Present Designation	

*Please enclose self-attested photocopy of Date of Birth Certificate / proof of relevant document

1. 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)					

2. 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/Start-ups/Multinationals	CEO		
	Senior Manager		
	Any other position		

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

Designation	Pay Scale/ Pay Band / Pay Level	Nature of work	Organization Institute	Place of posting	Period	
					From (DD/M M/ YYYY)	To (DD/M M/ YYYY)
Total years of employment / service (years and months):				----- Years ----- Months		
Do you meet the prescribed essential years stipulated as minimum qualifications (i.e minimum of 8 years)				Yes/No		
Number of years of service/experience over and above the prescribed period (i.e experience above 8 years)				----- no.of additional years	For office use	

4. 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 incubates promoted / No. of entrepreneurship developed /No. of start-up created/supported etc. by you involving the project cost/turnover of Rs.			
Above 500 lakhs			
101 to 499 lakhs			
51 to 100 lakhs			
10 to 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.

Date and Place

Candidate's Signature

FORMAT FOR BUSINESS EXECUTIVE

AIC-SRS-ICAR-NDRI FOUNDATION, BENGALURU

Address

Present	Permanent

Please place your latest passport size photograph

i. Name		ii. Date of Birth* (DD/MM/YYYY)	
iii. Gender		iv. Age as on 31.01.2021	
v. Post applied for		vi. Discipline/Area of the applicant	

*Please enclose self-attested photocopy of Date of Birth Certificate / proof of relevant document (SSLC or 10th standard or equivalent Marks sheet)

1. Academic Qualifications^S

Level	Year of Passing	Institute/ University	Subject(s) with major field	Class/ Division/ Grade/ Percentage/ OGPA	For Office Use only
Graduation <i>(mention below)</i>					
Any Other Qualifications <i>(Relevant to the post applied for)</i>					

\$ Attach graduation and other qualification certificates along with proof sheet for marks awarded

2. Work experience (Industry/Institute Name)	Period		Support document attached (Yes/No)	For Office Use only
	From (DD/MM/YYYY)	To (DD/MM/YYYY)		
i.				
i.				
ii.				
iii.				
iv.				
v.				
Worked in any business incubator? If yes, fill the details in adjacent columns	Position		Period	Support document attached (Yes/No)
	i.			
	ii.			
	iii.			
Total years of employment / service (years and months):			_____ Years	
			_____ Months	

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.

Date and Place

Candidate's Signature