

SANT GADGE BABA



AMRAVATI UNIVERSITY

**EMPLOYMENT NOTICE**

No.SGBAU/1/102/ 1-220/2021

Date : 17 April, 2021

**ONLINE** Applications are invited in the prescribed application form given on University Website for SGBAU Research & Incubation Foundation Center Amravati (Section 8 Company) for the posts of Chief Executive Officer, Business Incubator Manager, Accountant, Clerk and Peon, on or before the **Last date 05 May, 2021 upto 5.00 p.m.**

Prescribed application form along with instructions for filling it and details of duties, responsibilities, qualifications, reservation, experience, other terms & conditions etc. are given on the university website [www.sgbau.ac.in](http://www.sgbau.ac.in) in News & Achievement/Advertisement Tab.

Fill the Application Form online and submit alongwith relevant documents in its hard copies to Sant Gadge Baba Amravati University **on or before 6th May, 2021 upto 5.00 p.m.**

These posts are purely on temporary basis and shall be filled for 11 months.

sd/-

Registrar

Sant Gadge Baba Amravati University

**SANT GADGE BABA AMRAVATI UNIVERSITY**  
**SGBAU Research & Incubation Foundation Center Amravati (Section 8 Company)**

**EMPLOYMENT NOTICE**

No. SGBAU/1/102/1-220/2021

Date : 17 April, 2021

Online applications in the prescribed form are invited from eligible Indian national for the following posts for SGBAU Research & Incubation Foundation Center Amravati (Section 8 Company) so as to reach the undersigned on or before the following date(s).

- i) Last date for online submission of forms : **05<sup>th</sup> May, 2021 upto 5.00 p.m.**
- ii) Last date for receipt of application forms (Hard Copy) with relevant documents in the University Office: **6<sup>th</sup> May,2021 upto 5.00 p.m.**

| Advertisement No. | Name of Post                  | Number of Post | Consolidated salary   |
|-------------------|-------------------------------|----------------|---|
| 1/2021            | Chief Executive Officer (CEO) | 1              | Maximum fixed and consolidated salary of ₹. 1,00,000/- per month. This is the maximum possible compensation and final offer may differ based on relevant experience and performance of the candidate. |
| 2/2021            | Business Incubator Manager    | 1              | Consolidated salary in the range of Rs. 40,000 to Rs. 50,000 per month depending on experience and expertise plus variable compensation and medical health insurance as per incubator policy.         |
| 3/2021            | Accountant                    | 1              | Rs.30,000/-   |
| 4/2021            | Clerk                         | 1              | Rs.25,000/-   |
| 5/2021            | Peon                          | 1              | Rs.20,000/-   |

**Duties & Responsibilities and Qualification**

| Advt. No. | Name of Post  | Duties & Responsibilities   | Qualification   |
|-----------|---|---|---|
| 1/2021    | <b>Chief Executive Officer (CEO)</b><br><br><b>OPEN</b> | <ol style="list-style-type: none"> <li>1. The Head of the <b>SGBAU Research &amp; Incubation Foundation Center</b> at Sant Gadge Baba Amravati University will be the operational and de-facto executive head.</li> <li>2. The Head will be assigned an appropriate title, either that of the Chief Executive Officer (CEO)/ Chief Operating Officer (COO) or equivalent post selection.</li> <li>3. The Head shall be appointed under the aegis of SGBAU Research &amp; Incubation Foundation Centre, a not-for-profit, Section 8 subsidiary company of Sant Gadge Baba Amravati University.</li> <li>4. The Head will work closely with Director-Innovation, Incubation and Linkages at Sant Gadge Baba Amravati University and report to the company board.</li> <li>5. The Head Employed by SGBAU Research &amp; Incubation Foundation Centre not for profit company for a maximum period of 5 years will be liability of the company. University will not have any liability towards him</li> <li>6. It is expected that the Head shall play a crucial role towards establishing the MSINS Incubation Centre (MIC) from afresh.</li> <li>7. The Head will be required to lead all operations of the Incubator under MSINS Incubation Centre, 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</li> </ol> | <p>A.</p> <ol style="list-style-type: none"> <li>1.A post graduate in any faculty with M.B.A. from any accredited and recognised institute/university.</li> <li>2.Must possess minimum 55% aggregate marks in Post Graduate programme. 5% relaxation will be given for the S.C/S.T//VJNT/OBC/etc candidates</li> <li>3.Minimum 5 years of experience in the startup / Innovation /Entrepreneurship domain.</li> </ol> <p style="text-align: center;">OR</p> <p>A startup founder / Co-founder / core team member / key employee of a start-up and / or as an enabler of startup/Innovation ecosystem or in a lead position in reputed Innovation &amp; startup promoting organization.</p> <p>B) Applicant who has helped start-ups/Incubators to scale up through funding/market development and allied means will be preferred. If the candidate is from Start-up background, he/she should have raised funding from credible sources or expanded his start-ups to certain level. Experience of building a start-up though it might have failed at decent stage is valued positively as this experience would be quite handy for nurturing start-ups.</p> <p>C) Applicant must be able to clearly demonstrate entrepreneurial skills and experience as an enabler for startups/Innovation ecosystem or as an entrepreneur or startup founder is preferred.</p> <p>D) Applicant with previous experience</p> |

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|        |   | <p>practices in order to convert the incubation centre into a world-class hub for solving relevant social issues.</p> <p>8. Create significant value for start-ups, investors and incubator and make it one of the significant incubators in this domain globally.</p> <p>9. He/She should be able to steer the early stage Start-ups to Growth stage enterprises in due course of time and make the incubator sustainable.</p>   | <p>collaborating with government departments / agencies / allied organizations/ Private sector, along with demonstration of fundraising for non-profit organizations shall be preferred for short listing.</p> <p>E) Applicant must mandatorily have a clear understanding of local, national and global startup ecosystems and the ability to find ways to collaborate with ecosystem stakeholders for advancing the objectives of the MIC.</p> <p>F) Applicant must be able to clearly demonstrate an understanding of current innovations and in the above specified areas, and further possess a passion for solving social issues and challenges.</p> <p>G) Applicant must be able to clearly demonstrate leadership and management skills, and previous experience leading teams and programs is a must.</p> <p>H) Applicant must possess a strong command on English language, preferably with suitable proficiency in Hindi and Marathi.</p> |
| 2/2021 | <p><b>Business Incubator Manager</b></p> <p><b>OPEN</b></p> | <p>The incubation manager will be the key member of the incubator team, who will network and manage investors, startups, mentors, resources &amp; infrastructure facilities for the incubated companies.</p> <p>a. Managing day-to-day operation of incubation center</p> <p>b. Scouting and building pipeline of potential startups for incubation</p> <p>c. Startup community mobilization &amp; organizing startup pitch day</p> <p>d. Managing startup on boarding process for incubation</p> <p>e. Investor community mobilization &amp; deal support to startups</p> <p>f. Screening &amp; Evaluation of startup business plan and deck and assisting startup for making an investor ready pitch deck</p> <p>g. Mentor development and analyzing the requirements of startups and connect with the mentors</p> <p>h. Design and conduct of various programs, events &amp; workshops</p> <p>i. Administrative support to incubator management</p> <p>j. Must have passionate to flourish in a dynamic, multi-functional and cross-sector start-up environment.</p> | <p>a. A post graduate in any faculty with M.B.A. from any accredited and recognised institute/university.</p> <p>b. Must possess minimum 55% aggregate marks in Graduate/Post Graduate Programme. 5% relaxation will be given for the S.C / S.T // VJNT /OBC/etc candidates.</p> <p>c. Minimum 3 years' of Experience in Startup promotion / Incubator / Accelerator / Early Stage VC Firm / Angel Network / Industry/ Administrative and Project management experience.</p> <p>d. Applicant must possess a strong command on English language, preferably with suitable proficiency in Marathi and Hindi.</p>   |
| 3/2021 | <p><b>Accountant लेखापाल</b></p> <p><b>OPEN</b></p>         | <p>१) विभागातील विविध खर्चाची देयके तपासून शोधनाची कार्यवाही करणे.</p> <p>२) विभागातील सर्व प्रकारच्या कामांचे व अभिलेख विषयनिहाय, नस्तीनिहाय तयार करणे, त्यांचे जतन करणे.</p>  | <p>१. कोणत्याही सांविधिक विद्यापीठाची वाणिज्य शाखेतील पदवी किंवा शासनाने तिच्याशी समतुल्य म्हणून घोषित केलेली अन्य पदवी (४५ टक्के गुणांसह)</p> <p>२. संगणकाचे माध्यमातून लेखा विषयक कामाचे ज्ञान तसेच सदर कामाचा ५ वर्षांचा अनुभव</p>  |

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|        |                        | <p>३) विभागातील प्रवास भत्ता/दैनंदिन भत्ता देयकासंदर्भातील कामे करणे व त्यांच्या नोंदी संगणकामध्ये घेणे.</p> <p>४) विविध विभागांकडून प्राप्त पत्रांवर करावयाची कार्यवाही, पाठपुरावा, इ. कामे करणे.</p> <p>५) टिपणी/पत्राचे प्रारूप तयार करून वरिष्ठांना सादर करणे.</p> <p>६) प्रस्तावांचे प्रारूप तयार करून शासनास सादर करणे.</p> <p>७) विभागातील माहितीचा अधिकार अधिनियम अंतर्गत व न्यायालयीन प्रकरण संदर्भातील आवश्यक कामे करणे.</p> <p>८) वरिष्ठानी वेळोवेळी इतर महत्त्वाची सोपविलेली कामे करणे</p>  | <p>किंवा</p> <p>१. कोणत्याही सांविधिक विद्यापीठाची कला व विज्ञान शाखेतील अर्थशास्त्र या विषयासह पदवी</p> <p>२. रोख व्यवहार, अंकेक्षण व उपकरणे खरेदी संदर्भातील कामाचा ५ वर्षांचा अनुभव</p> <p>३. एम.एस.सी.आय.टी. किंवा समकक्ष अभ्यासक्रम</p> <p>४. मराठी, हिंदी व इंग्रजी भाषेचे ज्ञान</p>  |
| 4/2021 | Clerk<br>लिपीक<br>OPEN | <p>१) आंतरविभागीय पत्रव्यवहार, प्राप्त झालेली पत्रे, टपाल इ.ची नोंद घेणे.</p> <p>२) प्राप्त झालेल्या पत्रांची पोच देणे.</p> <p>३) प्राप्त झालेली डाक वरीष्ठामार्फत सादर करून त्यावर आवश्यक तरतुदी, मागील संदर्भ इ.बाबी नमूद करणे.</p> <p>४) पाठविलेल्या पत्रव्यवहाराच्या अनुषंगाने, प्राप्त झालेली उत्तरे व पाठवावयाची स्मरणपत्रे इ.ची यादी तयार करणे.</p> <p>५) प्राप्त झालेल्या पत्रातील उतारा/वेचा आवश्यक शेरसह पुढील आवश्यक कार्यवाहीकरीता वरीष्ठ यांचे मार्फत संबंधित विभाग/शाखेला पाठविणे.</p> <p>६) नविन नस्ती तयार करणे व त्याचे जतन करणे तसेच इतर लिपीकीय कामे करणे.</p> <p>७) विविध नोंदवही, प्रपत्रे जतन करणे.</p> <p>८) पत्राचे विनियोग तातडीने करण्याच्या दृष्टीने नोंदवही ठेवणे.</p> <p>९) प्रकरणावर कार्यवाही करण्यासाठी आवश्यक इतर माहिती / सामुग्रीचे संकलन करणे उदा.संबंधित विषयाची नस्ती (पूर्वीची नस्ती असल्यास), इतर कागदपत्रे /नस्ती, संदर्भाकित प्राप्ती व अन्य संबंधित सामुग्री.</p> <p>१०) पुर्वीच्या धोरणात्मक निर्णयाशी संबंधित वस्तुस्थिती आणि संबंधित कागदपत्रे पुरविणे.</p> <p>११) ज्या पत्रांसंदर्भात टिपण सादर करण्याची आवश्यकता नाही, अशी पत्रे व त्यांची उत्तरे, मान्यतेकरीता सादर करणे.</p> <p>१२) दैनंदिन कार्यविवरण तयार करणे आणि प्रलंबित कामाचा अहवाल दरआठवड्याला वरीष्ठांना सादर करणे.</p> <p>१३) प्रलंबित कामाचा मासिक अहवाल तयार करून अवलोकनार्थ तथा मार्गदर्शनार्थ वरीष्ठांकडे सादर करणे.</p> <p>१४) संगणकाद्वारे करावयाची कामे करणे.</p> <p>१५) सांख्यिकी माहिती जतन करणे आणि आवश्यकतेनुसार विहित मुदतीत पुरविणे.</p> | <p>१ एस.एस.सी. ६० टक्के गुणांनी उत्तीर्ण किंवा</p> <p>एच.एस.सी. ६० टक्के गुणांनी उत्तीर्ण किंवा</p> <p>कोणत्याही सांविधिक विद्यापीठाची पदवी (४५ टक्के गुणांसह)</p> <p>२ टंकलेखन परीक्षा- इंग्रजी-४० श.प्र.मि., मराठी- ३० श.प्र.मि.</p> <p>३. एम.एस.सी.आय.टी.</p> <p>खालील अतिरिक्त शैक्षणिक अर्हता धारण केलेल्या उमेदवारांना प्राधान्य देण्यात येईल. लघुलेखन इंग्रजी व मराठी - ८० श.प्र.मि.</p> |

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|        |                       | <p>१६) वरीष्ठांनी वेळोवेळी सोपविलेली इतर महत्त्वाची कामे.</p> <p>अतिरिक्त कामे-</p> <p>१) श्रुतलेखन घेणे आणि ते संगणकाद्वारे टंकलिखित करणे.</p> <p>२) हस्तलिखिते टंकलिखित करणे, ते तपासणे व वरीष्ठांना सादर करणे.</p> <p>३) संगणकावरील इतर संबंधित कामे, कार्यालयीन ई-मेल, स्कॅनर्सचा वापर करणे इ.</p>   |   |
| 5/2021 | Peon<br>शिपाई<br>OPEN | <p>१) कार्यालयीन वेळेत दारे, खिडक्या इ.उघडणे, विजेचे पंखे व दिवे चालू करणे तसेच कार्यालय बंद करतांना वरील बाबी बंद करणे.</p> <p>२) कार्यालयातील फर्निचर, यंत्रे, नस्ती, टेबल साफ करणे, यंत्रावरील कव्हर काढणे.</p> <p>३) वरीष्ठांनी दिलेल्या सूचनांप्रमाणे, दस्तऐवज, कात्रणे चिपकविणे, छाननी करणे इ. कामे करणे. तसेच सभेची कार्यक्रमपत्रिका व इतिवृत्त दिलेल्या सूचनांप्रमाणे नस्तीसोबत लावणे</p> <p>४) लिफाफ्यावर टिकीट लावणे, सिल लावणे, पार्सल पाठविण्याच्या दृष्टीने बांधणी करणे.</p> <p>५) दस्तऐवज, नस्ती, परिपत्रक, इ. आवश्यकतेनुसार कार्यालयात व कार्यालयाबाहेर इतरत्र पोहोचविणे.</p> <p>६) आवश्यकतेनुसार झेरॉक्स, स्कॅनर व फ्रॅकिंग मशिन इ. हाताळणे.</p> <p>७) वरीष्ठ अधिकाऱ्यांनी सोपविलेली कामे करणे.</p> <p>८) कर्मचारी तसेच अभ्यागतांचा, येणाऱ्या पाहण्यांचा आदर करणे (चहा/पाणी इ.)</p> <p>९) विभागातील डाक आवश्यकतेनुसार स्वतः पोहोचविणे. तसेच वरीष्ठांच्या सूचनेनुसार बँकेसंदर्भातील कामे करणे.</p> <p>१०) वरीष्ठांनी वेळोवेळी सोपविलेली इतर महत्त्वाची कामे.</p> <p>अतिरिक्त कामे-</p> <p>१) वरीष्ठांनी वेळोवेळी सोपविलेले कार्यालयीन वाहन चालविणे</p> <p>२) वाहन चालवितांना सर्व आवश्यक मूळ कागदपत्रे जवळ बाळगणे. वाहन परवाना, विमा, कर, पीयुसी, पार्सींग इ. कादपत्रांची मुदत वेळोवेळी तपासणे व त्याबाबत वरीष्ठांना सूचित करणे.</p> <p>३) वाहनाच्या मार्गदर्शक पुस्तिकेत दिलेल्या सूचनांच्या अनुषंगाने वाहनाची काळजी घेणे.</p> <p>४) वाहन दुरुस्तीसंदर्भात, अधिकृत विक्रेता/कंपनी यांचेकडून प्राप्त खर्चाचे विवरणासह टिपण सादर करणे.</p> <p>५) किलोमीटरनिहाय वाहनाचे लॉगबुक जतन करणे आणि त्यामध्ये कामासंदर्भातील विस्तृत माहिती नमूद करणे.</p> <p>६) ऑईल, इंधन, हवा इ.बाबत नियमित तपासणी करणे.</p> <p>७) वाहनाची नियमित साफसफाई करणे.</p> | १. ८ वा वर्ग उत्तीर्ण<br>खालील अतिरिक्त अर्हता धारण केलेल्या उमेदवारांना प्राधान्य देण्यात येईल-<br>जड व हलके वाहन चालविण्याचा परवाना |

**\*For the posts of Chief Executive Officer (CEO) and Business Incubator Manager mentioned in Advt. No.1/2021, 2/2021 :-**

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/VJNT/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled (a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotors disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

**INSTRUCTIONS, TERMS AND CONDITIONS**

- 1) Application form should be accompanied with self-attested copies of the following documents:-
  - I. Degree/Diploma certificates, statements of Marks and other certificates of the educational qualifications.
  - II. Certificates of experience.
  - III. For the post of Chief Executive Officer, qualification prescribed as per A to H the candidate shall submit all the document accordingly
  - IV. Online Payment/ Demand Draft (of Rs. 1000/- for open candidates and of Rs. 500/- for reserved category candidate) of Nationalized Bank drawn in favour of the **"The Registrar, Sant Gadge Baba Amravati University, Amravati"** Payable at Amravati.
- 2) Applications received after the last date of receipt of application, incomplete application or without relevant supporting enclosures (self-attested copies of Degree certificates/mark sheets/experience certificate etc.) and application without DD/Online Payment will not be considered. No intimation in this regard will be given to the candidates.
- 3) Age limit for the post of Account, Clerk and Peon shall be minimum 18 years and maximum upto 38 years. There shall be five year relaxation in upper age limit for backward class candidates as per Govt.Rule. Relaxation in upper age limit shall be considered to candidates from VJ(A), NT(B), NT(C), NT(D), SBC and OBC only on submission of their Non-Creamy Layer Certificates issued by competent authority.
- 4) Applicants will be required to enclose attested readable copies of their educational qualifications, experience, etc.
- 5) Qualifications, relevant experience and age shall be considered as on last date of submission of application.
- 6) No TA/DA will be paid either for attending the interview or for joining the post.
- 7) A candidate furnishing incorrect or false information shall stand disqualified at any stage.
- 8) The University reserves its right to fill up or not to fill up the post or to modify/alter/cancel the advertisement.
- 9) Candidates shall have to produce original documents at the time of appearing for Interview.
- 10) Canvassing directly or indirectly will be treated as disqualification.
- 11) No queries or correspondence regarding issue of call letters for interview/ selection of candidates will be entertained at any stage.
- 12) Mere possession of minimum qualifications does not confer any right to be called for an interview and/or selection.
- 13) Applicants are advised to see the University website for future communication in this regard from time to time.
- 14) The University will not be responsible for postal delay, if any.
- 15) In view of Covid-19 pandemic Power Point Presentation & Oral Interview may be conducted online.
- 16) Application should be submitted in the prescribed format given by university.
- 17) **All these post are purely on temporary basis and shall be filled for 11 months period and the salary of the said posts shall be given with subject to availability of fund from funding agencies.**

sd/-  
Dr. T.R.Deshmukh  
Registrar  
SANT GADGE BABA AMRAVATI UNIVERSITY

**(P.T.O.)**

**Copy forwarded with compliments to :-**

- 1) CEO, Maharashtra State Innovation Society, Mittal Town, 607, 6th floor Regus 117 Parekh Marg, Backbay Reclamation, Church Gate, Mumbai
- 2) The Heads of all Post-Graduate Teaching Departments, Sant Gadge Baba Amravati University
- 3) The Principals of all colleges affiliated to the Sant Gadge Baba Amravati University
- 4) The Director, University Information and Employment Guidance Bureau, Sant Gadge Baba Amravati University Campus, Amravati.
- 5) The District Employment Officer - a) Amravati b) Akola c) Buldana d) Yavatmal e) Washim
- 6) Officers of all Administrative Sections of Sant Gadge Baba Amravati University.
- 7) The President, Sant Gadge Baba Amravati University Non-teaching Employees' Union, Amravati.

They are requested to give wide publicity to the above advertisement.

sd/-  
Dr.D.T.Ingole  
Director,  
Innovation, Incubation & Linkages,  
Sant Gadge Baba Amravati University