



Dr R SARAVANAN  
Prof-in-Charge

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### Recruitment Notice

Applications are invited for the following positions in the AIC-AU Incubation Foundation, Anna University, Chennai - 600025 sponsored by Atal Incubation Mission, NITI Aayog, Govt. of India, New Delhi.

Sl No.	Name of the Post	No. of Post	Qualification / Duration / Emoluments per month
1	Senior Associate - Outreach and Eco systems	1	Refer Annexure 1
2	Associate - Accounts	1	
3	Junior Associate - Administration	1	
4	Technical Associate - Mechanical and Fabrication	1	
5	Technical Associate - Electrical and Electronics	1	

#### General Information:

- Short-listed candidates will be called for written test &/ interview.
- No TA/DA will be given to candidates for attending the interview.
- The date and time of written test &/ interview will be informed later to the candidates by email only.
- Candidates should appear for interview along with their original certificates and other relevant documents.
- The position is temporary which will be renewed every year subject to satisfactory performance.

#### How to Apply

Interested candidates should send the filled-in application form (as per format attached in Annexure 2) with self-attested photocopies of educational qualifications, date of birth certificate, any other experience certificates, Mark sheets, evidence of any other academic credentials by mail [atalannauniv@gmail.com](mailto:atalannauniv@gmail.com) or online at [www.annaincubator.org](http://www.annaincubator.org) to the reach on or before 25th of June, 2020.

**Dr R Saravanan**  
Prof-In-Charge, AIC-AU Incubation Foundation

**Senior Associate – Outreach and Eco systems : One No**

We are looking for a dynamic individual with a service mindset, who can take the ownership of event management, outreach and ecosystem building activities of the incubator. He/she will also be responsible for evangelism, events, workshops and other related activities of the incubator that engages with the innovators and entrepreneurs. This individual, along with other members of the incubator, will spearhead the outreach activities such as igniters, contests, hackathons, hackdays, workshops, trainings, engaging with the larger startup ecosystem, engaging with the academic ecosystem of the university to evangelize creativity, building things, innovation and entrepreneurship. She/he will be constantly engaging with students, faculty, and those who are aspiring to take their first step into entrepreneurship.

*Responsibilities*

- Work towards establishing a vibrant startup community by designing, delivering awareness and outreach programs. Ensure the effectiveness of the program reach out to relevant ecosystem like student innovators, academic staff, alumni network and potential candidates with promising ideas.
- Work with other state and central government agencies such as MSME, Niti Aayog, DSTE, corporate entities and industry bodies in raising funds to execute these outreach programs.
- Regularly interact with these established innovator communities and monitor for potential ideas that might otherwise wither away so that incubator could support.
- Interact and maintain relationships with industry partners, include them in our outreach programs as a potential co-sponsor, knowledge partner etc.
- Manage and support internal and external communication of these achievements, metrics to further the case of innovation and entrepreneurship
- Create a calendar of outreach programs, involve internal and external speakers, experts, mentors, partners in executing of such programs.

*Skills And Qualifications*

- Experience: A highly motivated individual with an unlimited enthusiasm to inspire others, collaborate and bring a community together, sustain it and keep it together. Prior experience as a community manager in a school or college or a local tech community is a bonus. Overall understanding of how communities work, their behavior and what motivates them will make you successful in this role.
- Execution Skills: Someone with a bias for action and outcome orientation including a focus on data-driven decision making, comfort with ambiguity, and ability to drive rapid “learn & implement” iterations.
- Leadership Skills: Good overall leadership and networking skills. Flexibility to work with asymmetric demands and last-minute changes to events and programs. Fluent in written and spoken English, with the ability to conduct workshops and speak in front of a student audience as and when deemed necessary.
- Education: MBA with at least 2 years experience as above

*Duration* : 1 years ( will be extended based on the performance)

*Emoluments* : Rs 25,000/p.m (Rupees Twenty Five thousand per month) – Consolidated

## Associate – Accounts : One No

We are looking for an Accounts Associate to manage all the activities related to financial requirements of the incubator including financial data management, financial report preparation, regulatory and reporting compliance, data analysis and advisory to the management. The person will perform all the financial functions related to the collection, accuracy, recording, analysis, and presentation of incubator's financial operations. Strong exposure to accounting, book-keeping, cash management, purchase procedures with excellent familiarity with productivity tools such as word processing, Spreadsheet and presentation. Exposure to account management tools is a plus. The person may also be responsible for general office administration, attendance tracking, co-coordinating with the management, other staff members, incubatees, vendors and staff.

### Responsibilities

#### Payments and Receipts:

- All activities related to pay-outs to employees, vendors, incubatees and other cash transactions.
- All receipts through grants, loans, advances and payments from sponsorships and partnerships

#### Financial Data Management:

- Define and enforce accounting controls by preparing and recommending policies and procedures
- Document all the financial transactions of the incubator. Monitor bank/ account reconciliations statements
- Audit and substantiate financial transactions with necessary supporting documents

#### Analysis and Advice

- Provide financial information to the management by researching, analyzing accounting data and preparing necessary reports
- Be the in-house expert and answer accounting procedure questions by researching and interpreting accounting policy and regulations

#### Financial Report Preparation

- Reconcile financial discrepancies by collecting and analyzing account information.
- Report current financial status by tracking transactions, preparing balance sheet, profit and loss statement, and other reports as needed

#### Regulatory and Reporting Compliance

- Prepare tax statements and assist in tax-filing with appropriate government agencies.
- Preparation of GST, TDS, PT, ESI, EPF, income tax and filing monthly returns.
- Co-ordinate with our tax auditors, consultants on all aspects of monthly, quarterly and annual financial accounts closure
- Maintain confidentiality and keep financial information confidential

### Skills and Qualifications

A degree in commerce with 3 to 5 years of experience in an accounting and office administration role

### Duration

1 years ( will be extended based on the performance)

### Emoluments :

Rs 20,000/p.m (Rupees Twenty thousand per month) – Consolidated

## **Associate - Administration - One No.**

We are looking for an administration executive with a service mindset who can take the ownership of the most strategic, day-to-day operations of the incubator. He/she will be working very closely with the university facility management team and other members of the incubator in setting up, operationalizing, and maintaining the incubator facilities end-to-end. This individual, along with other members of the incubator, will spearhead the implementation elements of administration including but not limited to facility management, attendance management, visitor / guest management, physical security and liasoning with other departments within university and government agencies for the smooth functioning of the incubator.

### Responsibilities

- Work towards a world class facility management that includes security, safety, upkeep, lighting, and air-conditioning of the incubator.
- Establishing and operationalizing an end-to-end visitor and guest management process including transport and accommodation as required.
- Making sure the Incubatees have a great experience using our services by controlling all activities related to usage of the incubator including co-working facilities.
- Ensure that the Physical security of the incubator 24/7 that includes labs, workshop areas and co-working areas.
- Define and operationalize a set of safety standards and procedures for the safety of the people, guests, and other members of the incubator.
- To ensure power, air conditioning, internet and telecommunication facilities are managed and maintained for continuous operation of the incubator.
- Liasoning - liasoning with other government and university departments to make sure the incubator operations are always running without any glitch.

### Skills And Qualifications

- Experience: A highly motivated, service minded, hands-on individual with specific knowledge as needed. Prior experience in facility management as mentioned above is a bonus. Overall understanding of standard operating procedures will make you successful in this role.
- Execution Skills: Someone with a bias for action and outcome orientation including a focus on making things work by collaborating with others is a plus.
- Leadership Skills: Good overall hands on and communication skills. Flexibility to work with asymmetric demands and last-minute changes to events and programs. Good in written and spoken English is a must.
- Education: Any stream of Arts and Science with relevant experience with at least 2 years experience as above

### Duration

1 years ( will be extended based on the performance)

### Emoluments :

Rs 15,000/p.m (Rupees Fifteen thousand per month) - Consolidated

## **Technical Associate – Mechanical and Fabrication - 1 No**

We are looking for Technical Assistants with maker mindset, who can take the ownership of some of the industry specific labs that will be set up at the incubator. He/she will be working very closely with the incubation manager and extended members of the university in setting up, operationalizing and maintaining the lab end-to-end. This individual, along with other members of the incubator, will spearhead the implementation elements of innovation process by helping innovators and incubated companies in prototyping their ideas. She/he will be constantly upgrading and sharing their knowledge in their own field of specialization in addition to the industry specific lab they own.

### Responsibilities

- Work towards establishing the industry specific labs by understanding the needs of a specific industry, scout for the right equipment vendors and finalize bill of materials.
- Also work with other members and the university departments to arrive at an optimal list of equipment, identify equipment vendors, interact with vendors and submit proposals.
- Take ownership of the industry specific lab and operationalize it by offering prototyping services to innovators and incubated companies.
- Maintain the equipment in working conditions by following up with maintenance schedules, make sure the annual maintenance contracts are renewed and equipment are taken care of.
- Ensure safety of self and everyone around while operating the equipment, define standard operating procedures to operate equipment safely.
- Create a calendar of maker events for the industry specific lab / your skill area and offer it as a service to student innovators from all spectrum of life.
- Define, procure, build, own and maintain equipment needed for general management of the incubator that includes but not limited to networks, routers, switches, security and surveillance, air conditioning, uninterrupted power supplies, lighting, laptops, desktops, servers, software systems.

### Skills And Qualifications

- Experience: A highly motivated hands-on individual with specific knowledge as needed. Prior experience in the area of specialization as mentioned above is a bonus. Overall understanding of how various equipment and operating processes in your area will make you successful in this role.
- Execution Skills: Someone with a bias for action and outcome orientation including a focus on making things work, breaking and ripping things to understand what's inside and ability to drive rapid prototyping by "learn, break, & fix-it" iterations.
- Leadership Skills: Good overall hands on and communication skills. Flexibility to work with asymmetric demands and last-minute changes to events and programs. Good in written and spoken English, with the ability to conduct hands-on workshops and share knowledge in front of a student audience as and when deemed necessary.
- Education: BE / BTech / Diploma with at least 2 years experience as above

### Duration

1 years ( will be extended based on the performance)

### Emoluments :

Rs 20,000/p.m (Rupees Twenty thousand per month) – Consolidated

## **Technical Associate – Electrical and Electronics - 1 No**

We are looking for Technical Assistants with maker mindset, who can take the ownership of some of the industry specific labs that will be set up at the incubator. He/she will be working very closely with the incubation manager and extended members of the university in setting up, operationalizing and maintaining the lab end-to-end. This individual, along with other members of the incubator, will spearhead the implementation elements of innovation process by helping innovators and incubated companies in prototyping their ideas. She/he will be constantly upgrading and sharing their knowledge in their own field of specialization in addition to the industry specific lab they own.

### Responsibilities

- Work towards establishing the industry specific labs by understanding the needs of a specific industry, scout for the right equipment vendors and finalize bill of materials.
- Also work with other members and the university departments to arrive at an optimal list of equipment, identify equipment vendors, interact with vendors and submit proposals.
- Take ownership of the industry specific lab and operationalize it by offering prototyping services to innovators and incubated companies.
- Maintain the equipment in working conditions by following up with maintenance schedules, make sure the annual maintenance contracts are renewed and equipment are taken care of.
- Ensure safety of self and everyone around while operating the equipment, define standard operating procedures to operate equipment safely.
- Create a calendar of maker events for the industry specific lab / your skill area and offer it as a service to student innovators from all spectrum of life.
- Define, procure, build, own and maintain equipment needed for general management of the incubator that includes but not limited to networks, routers, switches, security and surveillance, air conditioning, uninterrupted power supplies, lighting, laptops, desktops, servers, software systems.

### Skills And Qualifications

- Experience: A highly motivated hands-on individual with specific knowledge as needed. Prior experience in the area of specialization as mentioned above is a bonus. Overall understanding of how various equipment and operating processes in your area will make you successful in this role.
- Execution Skills: Someone with a bias for action and outcome orientation including a focus on making things work, breaking and ripping things to understand what's inside and ability to drive rapid prototyping by "learn, break, & fix-it" iterations.
- Leadership Skills: Good overall hands on and communication skills. Flexibility to work with asymmetric demands and last-minute changes to events and programs. Good in written and spoken English, with the ability to conduct hands-on workshops and share knowledge in front of a student audience as and when deemed necessary.
- Education: BE / BTech / Diploma with relevant experience

### Duration

1 years (will be extended based on the performance)

### Emoluments :

Rs 20,000/p.m (Rupees Twenty thousand per month) – Consolidated