



# GONDWANA UNIVERSITY

## Gadchiroli – 442605 (M.S.)



### TribeTech Community Entrepreneurship Foundation (TRICEF)

(A Section 8 Company)

### Incubation Centre of Gondwana University, Gadchiroli

### Advertisement No. TRICEF/01/2023

Applications in the prescribed format are invited from the eligible candidates for the following Post to be filled in the TRICEF Gadchiroli which is promoted by Gondwana University & supported by Maharashtra State Innovation Society (MSInS). These appointments will be contract basis for the period of 3 years. The candidates appointed will not be entitled to claim the regular appointment. However, reappointment of the candidates would be possible based on the performance.

Following compensation will be offered to desiring candidates. The compensation stated is indicative and can be alter as per the performance.

Sr. No.	Name of the Post	No of Post	Salary*
1	Chief Executive Officer, CEO	01	Rs. 1,00,000 PM
2	Manager-Incubation Services	01	Rs. 50,000 PM
3	Executive-Marketing and Forward Linkages	01	Rs. 25,000 PM
4	Office Administrator	01	Rs. 20,000 PM

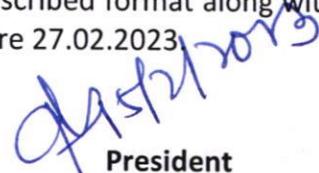
\*Negotiable based on experience and performance of the candidate.

Application should include detailed CV of the candidate as per the format provided (See Appendix-1)

TRICEF Gadchiroli reserves right to fill or to modify or to alter or to cancel the advertisement at any stage.

Detail formats can be downloaded from the URL <https://unigug.ac.in>. Send 2 copies of completed application form along with relevant certificates to "The Director, Innovation, Incubation & Linkages, New Examination Building, Gondwana University, Gadchiroli - 442605 (M.S.)". The envelope containing application should be superscribed with Advertisement No. "TRICEF/01/2023" and Application for the post of ".....".

The last date for submitting duly completed application in the prescribed format along with relevant certificates (academic/work experience etc.) is on or before 27.02.2023.

  
President  
TRICEF, Gadchiroli

Date: 15.02.2023

## 1. Chief Executive Officer, CEO

### ➤ Job Profile

- The CEO shall be appointed for the Section 8 Company. He will be the operational executive head of TRICEF.
- The CEO is required to be self-motivated and shall lead all day-to-day functions of the TRICEF. He should nurture start-ups, give strategic direction to the company, build and scale-up pre-Incubation and incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices in order to convert TRICEF Incubation Centre to incubate a good number of incubates that can provide solutions to relevant local/national/international technological and business problems.
- The CEO should network to organize motivational events, training workshops, mentoring sessions and capacity building programs among the stakeholders of the society.
- The CEO is expected to undertake in conceptualizing, compiling, and putting together papers and presentations, documents, proposals, etc. towards scaling up the TRICEF.
- The CEO should keep a track on all financial activities related programs offered by the TRICEF including funding disbursement, milestone tracking, financial reporting etc.
- The CEO should draft new proposals to Govt., Corporates for new start-up related schemes and programs.
- The CEO will be reporting to the Director-Innovation, Incubation & Linkages, Gondwana University, Gadchiroli who shall play a crucial role.

### ➤ Essential qualification, experience, and age:

- The candidate should have minimum bachelor's degree from Science / Technology / Management discipline from accredited and nationally reputed Institute / university.
- Minimum 10 years of total experience out of which about 5 years in the rural / urban start-up ecosystem (Innovation / Entrepreneurship domain, either as a start-up founder / co-founder / Core team member / key employee of a start-up and / or lead position promoting in a start-up) or in a reputed industry.
- Minimum age of the candidate 40 years.
- Qualification and age mentioned here can be relaxed based on the experience of the candidate.

### ➤ Desirable Experience

- Candidate with outstanding experience of working in start-ups / Incubators / market development / fund raising / angel investors or even expanding his own start-up.
- The candidate with prior experience of working in rural systems related to Science and Technology or Agriculture or Forest sector especially Minor Forest Produce / Ethnomedicine / Pharmaceuticals / Biotechnology / Information Technology / Sustainable Technologies etc. is preferable.

## **2. Manager-Incubation Services**

### **➤ Job Profile**

- The Manager-Incubation Services is to be appointed under the aegis of Section 8 Company, TRICEF and will be the operational head reporting to CEO.
- The Manager-Incubation Services is required to be self-motivated and shall handle all day-to-day functioning of the TRICEF especially related to the incubation services to be provided to the start-ups, a successful in nurturing start-ups, give strategic direction to the company, build and scale-up pre-Incubation & incubation programs.
- The Manager-Incubation Services shall conduct inspirational events and capacity building programs among the stakeholders of the society in a manner so as to enable incubated start-up companies and individual entrepreneurs to develop their businesses.
- The Manager-Incubation Services shall conceptualize, compile, and put together papers and presentations, documents, proposals, etc. towards scaling up the Incubation Services of the Incubation Centre.
- The Manager-Incubation Services will be reporting to the Director-Innovation, Incubation and Linkages, Gondwana University, Gadchiroli.

### **➤ Essential qualification, experience, and age:**

- The candidate should have minimum bachelor's degree from Science / Technology/ Management discipline from accredited and nationally reputed Institute / university.
- Minimum 05 years of experience (at not less than manager designation) out of which about 3 years in the start-up ecosystem (Innovation / Entrepreneurship domain, either as a start-up founder / co-founder / Core team member / key employee of a start-up and / or lead position promoting in a start-up) or in a reputed industry.
- Minimum age of the candidate 35 years.
- Qualification and age mentioned here can be relaxed based on the experience of the candidate.

### **➤ Desirable Experience**

- Candidate with outstanding experience of entrepreneurship / working in start-ups / Incubators to scale up / market development / raising the funds from credible sources / angel investors or even expanding his own start-up.

## **3. Executive-Marketing and Forward Linkages**

### **➤ Job Profile**

- The Executive-Marketing and Forward Linkages is to be appointed under the aegis of TRICEF and will be the marketing and forward linkage head of TRICEF, a not-for profit, Section 8 Company of Gondwana University, Gadchiroli.
- The Executive-Marketing and Forward Linkages shall handle all activities related to the marketing and forward linkage domain of the TRICEF Incubation Centre to be provided to the incubates.

- The Executive-Marketing and Forward Linkages is expected to possess effective Interpersonal skills, written and verbal communication skills.
- The Executive-Marketing and Forward Linkages shall conduct market research for the products developed based on consumer behaviours and practices.
- The Executive-Marketing and Forward Linkages shall involve in planning for new products and analysing existing market.
- The Executive-Marketing and Forward Linkages shall undertake Market Distribution, Management and Sales promotion in a manner to establish B2B/B2C Business Models for the developed products.
- The Executive-Marketing and Forward Linkages is expected to be well versed in conceptualizing, compiling, and putting together papers and presentations, documents, proposals, etc. towards marketing and entrepreneurship.
- The Executive-Marketing and Forward Linkages will be reporting to the Director of Innovation, Incubation & Linkages, Gondwana University, Gadchiroli.

➤ Essential qualification, experience, and age:

- The candidate should have minimum bachelor's degree in Commerce / Management discipline from accredited and nationally reputed institute / university with post graduate degree in Marketing / Advertising / Digital marketing.
- About 5 years of total experience out of which about 1-2 years in the start-up ecosystem (as a Core team member / key employee of a entrepreneur and / or lead position promoting a enterprise) or in a reputed industry.
- Minimum age of the candidate 30 years.
- Qualification and age mentioned here can be relaxed based on the experience of the candidate.

➤ Desirable Experience

- Candidate with experience of working in Marketing/Sales domain will be preferred.

#### **4. Office Administrator**

➤ Job Profile

- The Office Administrator is to be appointed under the aegis of TRICEF and will be the posted at TRICEF Incubator office, a not-for profit, Section 8 Company of Gondwana University, Gadchiroli.
- The Office Administrator shall be proficient in DTP related work and should possess effective interpersonal, written and verbal communication skills.
- The Office Administrator shall possess multi-tasking skills to manage incubation related full scale range of services.
- The Office Administrator shall be primarily able to handle all administrative duties professionally and in a timely manner. Besides, he/she should also be able to maintain and update the filing system. As part of his/her job role, he/she should be able to greet and assist clients with any of their queries.

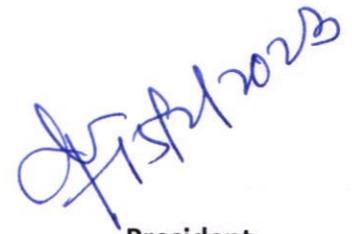
- The Manager-Incubation Services will be reporting to the Director-Innovation, Incubation and Linkages, Gondwana University, Gadchiroli.

➤ Essential qualification, experience, and age:

- The candidate should have bachelor's degree in Commerce / Management discipline from accredited and nationally reputed institute / university with post graduate degree in Marketing / Advertising / Digital marketing or any other such relevant fields.
- About 5 years of total experience out of which about 1-2 years in the start-up ecosystem (as a Core team member / key employee of a entrepreneur and / or lead position promoting a enterprise).
- Minimum age of the candidate 30 years.
- Qualification and age mentioned here can be relaxed based on the experience of the candidate.

➤ Desirable Experience

- Candidate with experience of working in Industry/Enterprise/Incubator will be preferred.



President  
TRICEF, Gadchiroli

## Application Form

To,

**The Director,**

passport photo

Innovation, Incubation & Linkages,

Gondwana University, Gadchiroli- 442605

Subject: Application for the post of .....

Respected Sir,

I, hereby, submit my application for the post mentioned above, with the following details:

1. Name in full (in Capital Letters)

Mr./Ms.

2. Postal Address in full:

Mobile No.

Email Id:

3. Date of Birth:

4. Age:

5. Sex:

6. A) Nationality:

B) Languages Known:

7. Educational Qualification/s:

Examination passed	University/board	Month and year	Subjects	% of marks	Grade

8. Experience:

Organization/Company	Position held	Nature of the appointment	Period Of Appointment		
			From	To	Total

9. Name, Addresses & contact number of two person to whom reference may be made.

10. List of Documents Enclosed:

**Declaration**

I, hereby, declare that all information submitted in this application and in its accompaniments is true, complete and correct to the best of my knowledge and beliefs. I accept that in the event of any information being found false, incomplete, or incorrect, my candidature/appointment is liable to be cancelled / terminated at any stage. I have read carefully all instructions given in the concerned advertisement.

Place:

Date:

Name and Signature