

Details of advertisement to be hosted on NDRI website

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

AIC-SRS-ICAR-NDRI Foundation is a section 8 company funded by Atal Innovation Mission (AIM) of NITI Aayog, New Delhi. AIC-SRS-ICAR-NDRI is promoted by Southern Regional Station of ICAR-National Dairy Research Institute, Bengaluru. This centre aims to offer dairy Business Incubation for conservation and propagation of indigenous cow breeds of Southern India by embryo transfer, value addition to milk and dairy food products and food safety. This integrated model of dairy production and processing facilitate public private partnerships and entrepreneurship development.

Chief Executive Officer. No. of Post - 01

Chief Executive officer is required to establish the Incubator to promote entrepreneurial leadership in Commercial dairying, Assisted Reproductive Techniques, dairy processing and other related activities, and 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 must hold a regular MBA/ PGDM or its equivalent from a recognized Institution, and have a minimum of 8-10 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. Person with graduation in BVSc & AH or Dairy Technology or Food Technology are desirable.

Age: Not above 50 years as on 10.10.2020.

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 upto 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.

1. Business Manager, No. of Post -01**Role & Responsibilities:**

Business Manager will have the following responsibilities connected dairy production and processing business incubation.

- Support CEO in managing operations such as executing pre-incubation & incubation activities, market assessment, coordinating with incubates, mentors, partners, investors, report preparation, support in managing incubator.
- Develop and execute strategy for outreach, hunting, attracting and onboarding deserving and qualified innovative entrepreneurs, and start-ups.
- Designing & managing Incubation and Acceleration programs.
- Qualify and evaluate applicants for creativity, innovation, acceleration and investment stage.
- Manage the day- to- day interaction with the Incubatees
- Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage.
- Ensure tight management of targets and achievements as per the business plan.

- Guide & support start-ups for fundraising activity.
- Develop, execute and own an operational and engagement strategy for the entire community including donors, startups, investors, corporates, mentors, advisors, and domain experts.
- Provide continued strategic guidance to entrepreneurs in areas such as business modeling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
- Enhance the brand equity of the Incubation centre.
- Develop and leverage industry, academics, investors & institutional network for the benefit of the incubation program
- Develop & manage a network of entrepreneurs, start-ups, mentors, institutions, funding agencies, investors and industries.
- Ensure development of appropriate marketing material to promote incubated companies.
- Organize events to facilitate collaborations, technology tie-ups, and business development.
- Keep and maintain record of all financial transactions of AIC, must prepare statement of expenditure, quarterly, bi-annually and annually or as and when it is asked by AIM, NITI Aayog.
- Assist in preparing annual reports of AIC.
- **Qualifications & experience:**
- The candidate must hold a regular MBA/ PGDM or its equivalent from a recognized Institution, and have a minimum of 5 years of experience in managerial position. Preference would be given to those who have worked for business incubator in senior management position. Moreover, those who have worked for startups or multinationals at higher positions would also be considered.
- **Age: Not above 40 years as on 10.10.2020.**
- **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 sixty thousand per month (Rs. 7.2 lakhs per annum). Annual upto 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.

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 eprocurement 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 and have a minimum of 1-2 years of experience in industry.
- **Age: Not above 30 years as on 10.10.2020.**
- **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 upto 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.

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, preference will be given to those having experience in the area of Assisted Reproductive Technologies /Animal Biotechnology.
- **Age: Not above 30 years as on 10.10.2020.**
- **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 upto 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 shortlisted candidates will be held at **AIC-SRS-NDRI Foundation, Southern Regional Station of ICAR-National Dairy Research Institute, Adugodi, Hosur Road, Bengaluru -560030. Selected candidate shall work at this address only.** The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated on mobile/email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.

Interested candidates may send their application along with their resumes and self-attested copies of testimonials regarding qualifications and work experience to: **The Head, Southern Regional Station of ICAR-National Dairy Research Institute, Adugodi, Hosur Road, Bengaluru - 560030** by registered/speed post in an envelope duly super scribed "**Application for the post of _____: AIC-SRS-ICAR-NDRI Foundation**" so as to reach the office on or before **10th October, 2020**. Applications received thereafter shall not be entertained. The candidates for CEO and Business Manager position have to submit **a one page brief write up on their vision on how they would be helpful in establishing world-class AIC at this Station along with their application.**

The candidates may also forward their application and other relevant documents (scanned copies) to e-mail headsrsndri@gmail.com and aicsrsicarndrifoundation@gmail.com latest by **10th October 2020**.

Dr. K. P. Ramesha
Director, AIC

Dr. K. Jayaraj Rao
Director, AIC

Dr. A. Kumaresan
Director, AIC