



Applications are invited for the following roles at the NIDHI Technology Business Incubator of Gujarat University Startup and Entrepreneurship Council (GUSEC):

- **Senior Associate (Incubation)**
- **Associate (Incubation)**
- **Associate (Community)**
- **Associate (Innovation and IPR)**
- **Associate (Administration)**
- **Associate (Accounts)**

Applications can be made no later than 11:59 PM Indian Standard Time, on March 24, 2019, by filling the application form [here](#). More details about each role can be found below.

About GUSEC: Gujarat University Startup and Entrepreneurship Council (GUSEC) is a non-profit, autonomous and independent company registered under the section 8(1)(a) of the Companies Act 2013, promoted by Gujarat University to support student startups, student entrepreneurship, and student innovations. GUSEC is supported under the NIDHI-TBI scheme by the National Entrepreneurship Board (NEB) of the Department of Science & Technology, Government of India.

1. Senior Associate (Startup Support)

Job Description:

The Senior Associate (Incubation and Startup Support) shall be a key member of the Incubation and Startup Support team at GUSEC, working on execution and implementation of several initiatives undertaken by GUSEC to support startups through incubation and other activities. The Senior Associate shall work closely with the GUSEC Startup Community to understand startups' requirements and match the organisation's resources accordingly.

Eligibility Criteria:

- Applicants must have at least 2 years of experience working in a startup incubator and/or a startup and/or an organisation promoting entrepreneurship and startup support
- Applicant is also required to have at least 3 years of overall work experience
- Applicants must have a clear understanding of local, national & global startup ecosystems, and be able to demonstrate the same
- Applicants must possess strong communications, interpersonal and social skills
- A Bachelor's' degree is required

Type of appointment: 6 months probation, followed by an appropriate contract based on performance. **Compensation:** Basic scale of Rs. 25500 - Rs. 29900, plus allowances and performance incentives as per company rules.



2. Associate (Startup Support)

Job Description:

The Associate (Incubation and Startup Support) shall work with the Incubation and Startup Support team at GUSEC on execution and implementation of several initiatives undertaken by GUSEC to support startups through incubation and other activities. The Associate shall work closely with the GUSEC Startup Community to understand startups' requirements and match the organisation's resources accordingly.

Eligibility Criteria:

- Applicants must have at least 1 year of overall work experience
- Preference shall be given to applicants with prior experience working in a startup incubator and/or a startup and/or an organisation promoting entrepreneurship and startup support
- Applicants must have a clear understanding of local, national & global startup ecosystems, and be able to demonstrate the same
- Applicants must possess strong communications, interpersonal and social skills
- A Bachelor's' degree is required

Type of appointment: 6 months probation, followed by an appropriate contract based on performance. **Compensation:** Basic scale of Rs. 18000 - Rs. 21700, plus allowances and performance incentives as per company rules.

3. Associate (Community)

Job Description:

The Associate for Community at GUSEC shall be responsible to work closely with the startup community inside and outside GUSEC, to conceptualise and execute events, manage social media and manage associations with partners of GUSEC.

Eligibility Criteria:

- Applicants must have at least 1 year of work experience, preferably in startup ecosystem community / startup organisation
- Applications with prior experience in working with communities, managing events and / or managing social media for organisations or events, will be preferred
- Applicants must have a clear understanding of local, national & global startup ecosystems, and be able to demonstrate the same
- Applicants must possess strong communications, interpersonal and social skills



- A Bachelor's' degree is required

Type of appointment: 6 months probation, followed by an appropriate contract based on performance. **Compensation:** Basic scale of Rs. 18000 - Rs. 21700, plus allowances and performance incentives as per company rules.

4. Associate (Innovation and IPR)

Job Description:

The Associate for Innovation and IPR at GUSEC shall be responsible to coordinate activities of the Gujarat University IPR Cell stationed at GUSEC. The Associate shall be responsible to facilitate the filing of intellectual property through various statutory instruments such as patents and trademarks, as well as collaborate with other teams at GUSEC to create awareness regarding innovation and intellectual property across the Gujarat University ecosystem.

Eligibility Criteria:

- Applicants must have at least 2 years of overall work experience
- Applicants with experience in working in intellectual property shall be given a preference
- Preference shall also be given to applicants with prior experience working in a startup incubator and/or a startup and/or an organisation promoting entrepreneurship and startup support
- Applicants must be able to demonstrate a clear understanding of intellectual property concepts
- Applicants must possess strong communications, interpersonal and social skills
- A Bachelor's' degree is required. Certified IPR skills are preferred.

Type of appointment: 6 months probation, followed by an appropriate contract based on performance. **Compensation:** Basic scale of Rs. 18000 - Rs. 21700, plus allowances and performance incentives as per company rules.

5. Associate (Administration)

Job Description:

The Associate for Administration shall work with the Operations team at GUSEC to ensure smooth day-to-day operations of the organisation. The Associate shall liaison with other teams at GUSEC to ensure optimum performance of all administrative facets of the organisation.

**Eligibility Criteria:**

- Applicants must have at least 1 year of overall work experience, with preference to applicants having prior administrative experience
- Preference shall be given to applicants with prior experience working in a startup incubator and/or a startup and/or an organisation promoting entrepreneurship and startup support
- Preference will be given to applicants with strong office skills including the ability to use the Internet effectively, ability to document and create presentations, familiarity with G Suite and other productivity tools
- Applicants must possess strong communications, interpersonal and social skills
- A Bachelor's' degree is required

Type of appointment: 6 months probation, followed by an appropriate contract based on performance. **Compensation:** Basic scale of Rs. 18000 - Rs. 21700, plus allowances and performance incentives as per company rules.

6. Associate (Accounts)

Job Description:

The Associate for Accounts at GUSEC shall work under the Operations team of GUSEC and shall be responsible for day-to-day bookkeeping, statutory compliances and other allied functions at GUSEC.

Eligibility Criteria:

- Applicants must have at least 1 year of work experience maintaining books and accounts of a firm or an organisation
- Applicants must be proficient in using Tally and/or similar accounting software
- Preference will be given to applicants having knowledge of GFR, PFMS and other accounting rules and processes established for government processes
- Preference shall be given to applicants with prior experience working in a startup incubator and/or a startup and/or an organisation promoting entrepreneurship and startup support
- Applicants must possess strong communications, interpersonal and social skills
- A B. Com degree is required, with accounts / finance certifications preferred

Type of appointment: 6 months probation, followed by an appropriate contract based on performance. **Compensation:** Basic scale of Rs. 18000 - Rs. 21700, plus allowances and performance incentives as per company rules