

**Advertisement for recruitment of Chief Executive Officer (CEO)  
for Atal Incubation Centre (AIC ANUSHAKTI), Anushaktinagar,  
Mumbai 400094**

**Advertisement No.: AIC ANUSHAKTI/Recruitment/2025/01 Dated 01 May 2025**

AIC BARC ANUSHAKTI FOUNDATION (AIC ANUSHAKTI) is established at Anushaktinagar, Mumbai under the auspices of Atal Innovation Mission (AIM) – NITI Aayog. Applications are invited from Indian nationals for the following position of this Incubation Centre:

<b>Job Title</b>	<b>Chief Executive Officer (CEO)</b>
<b>Location of posting</b>	<b>Mumbai, Maharashtra</b>
<b>Number of posts</b>	<b>1 (One)</b>
<b>Nature of post</b>	<b>The vacancy is to be filled up purely on fixed term basis initially for two years, however, it is extendable further subject to satisfactory performance and requirement at the Incubation Centre, for 2 (two) years at a time or till the dissolution of AIC Anushakti, whichever is earlier.</b>
<b>Age limit</b>	<b>Not more than 50 years (male candidates)/ 52 years (female candidates) as on the last date of submission of application. Age may be relaxed for deserving candidates.</b>
<b>Remuneration</b>	<b>Rs. 1,80,000/- per month/ Rs. 21.6 lakhs per annum (all inclusive). Candidate will be eligible for performance-based incentives and annual increment (maximum 10%).</b>

**Job descriptions and key responsibilities of Chief Executive Officer:**

CEO is the administrative head of staff of Incubation Centre. CEO along with the team works under the guidance of Governing Board of the Incubation Centre to execute the vision and goals of creating a world-class incubator and fostering its growth. His / her responsibilities are as follows:

- (1) Leadership Role: To lead all operations of the incubator, give it strategic direction, build and scale incubation and outreach programs.
- (2) Business Acumen: Ability to identify opportunities amongst business proposals and guide prospective clients in the incubation process.
- (3) Mentoring Acumen: Mentoring the incubatee to create a sustainable, scalable, and profitable business model.

- (4) Collaborative Skills: and forge partnership with academia, industry, other existing incubators, and angel/seed funding institutions in India and abroad for the start-ups to leverage.
- (5) Organisational Skills: Conduct events and inspirational programs to attract prospective incubatee and general public.
- (6) Administrative Abilities: Build and nurture a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.

## **Qualification, Experience & Eligibility Criteria:**

### **Educational Qualification:**

Graduate in any domain of Engineering or Post Graduate in any domain of Science or similar may apply. Masters in Business Administration or Post Graduate Diploma in Management with specialization in Business Management/ Business Strategy would be preferred.

### **Experience:**

- ✓ Minimum 4 years' full-time experience in a senior position in Administration/ Management of a reputed enterprise engaged in technology/ research management, product management, managing investments related to start-ups.
- ✓ Experience in the start-up/ innovation/ entrepreneurship domain, either as a start-up founder/ co-founder/ core team member/ key employee of a start-up and Innovation ecosystem would be an added advantage.
- ✓ Candidates with strong understanding of startup companies, technology and incubation, early-stage investments, raising funds would be preferred.

### **The eligible candidate should have:**

- ✓ Good updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc. and OS like Windows XX/ Linux) and other additional required software skills used in office.
- ✓ Should be well versed with Social Media marketing tools and techniques.
- ✓ A strong command on English language along with proficiency in Hindi. Good communication skill in Marathi would be preferred.

## **Selection Process & Terms:**

- Applications will be scrutinized and those not meeting the eligibility criteria will summarily be rejected. From the eligible applicants, shortlisting will be carried out based on academic performance and experience of the candidates.
- Shortlisted candidates shall then be invited for a personal interview by an empowered Selection Committee appointed by Board of Directors of AIC ANUSHAKTI.
- A merit list of candidates shall be prepared based solely on performance in personal

interview. The candidate first in the merit shall be provisionally selected for the position of the CEO and a separate waiting list shall be prepared.

- A formal employment offer shall only be awarded to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate. The selected candidate shall also be given sufficient time (maximum 3 months) for transitions between jobs, if so necessary, as per mutually agreed terms.
- The decision of the Selection Committee shall be the final in all matters related to this selection and final recruitment.

**Notes:**

1. Please note that this is NOT an appointment in Government Organisation.
2. It is a self-financed Centre and appointment is purely on CONTRACT basis
3. Procedures and Guidelines for engagement of senior consultants in NITI Aayog, 2023 will be followed. [https://www.niti.gov.in/sites/default/files/2023-07/New-Consultancy-Guidelines-dated-07.07.2023\\_0.pdf](https://www.niti.gov.in/sites/default/files/2023-07/New-Consultancy-Guidelines-dated-07.07.2023_0.pdf)
4. Duly Completed Application Form along with the supporting documents must be sent by email to [incubation@barc.gov.in](mailto:incubation@barc.gov.in) and hard copy by Indian Speed Post/ Registered Post/ private courier or hand delivery to the address given below so as to reach on or before Friday, May 16, 2025.

**Head, AIC-ANUSHAKTI**

**C/o Room #114, DAE Convention Centre, Anushakti nagar, Mumbai – 400 094**

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**Atal Incubation Centre (AIC ANUSHAKTI)  
Anushaktinagar, Mumbai**

**Format of Application Form for the post of CEO**

**Full Name:**

*Last*

*First*

*Middle*

**Gender (Male / Female):**

**Address:**

*Apartment/Unit*

*Street Address*

*City*

*State*

*PIN Code*

**Date of Birth**

**Phone**

**Age (as on last date of application)**

**Email**

**Aadhar No**

**LinkedIn or any professional  
profile URL**

**Educational Qualifications (Starting with Graduation Degree)**

S. No.	Degree/Diploma	University/ Institute	Subject	Year of passing	Percentage/ CGPA

**Details of Previous Employment**

Sr. No.	Company name and Address	Job Title/ Position	Responsibilities/ Nature of work	Last Salary Drawn (Annual)	Experience (Enclose experience certificate)	Reason(s) for Leaving


### References

Sr. No.	Referee Name	Contact number	Email	Relation with you	Knows you since how many years?

### Check List (Tick in appropriate box)

<b>Age:</b> Do you satisfy the age limit criterion, i.e., not more than 50 (in case of male candidates)/52 (in case of female candidates) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Educational Qualification:</b> Bachelor's degree in any field of Engineering or Post graduate degree in any field of Science?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Professional Qualification:</b> Full time Masters in Business Administration or Post Graduate Diploma in Management with specialization in Business Management/ Business Strategy or similar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Experience:</b> <ul style="list-style-type: none"> <li>➤ Do you have Minimum 4 years' full time experience in a senior position in Administration / Management of a reputed enterprise engaged in technology / research management, product management, managing investments related to start-ups.</li> <li>➤ Do you have experience in the start-up/ innovation / entrepreneurship domain, either as a start-up founder/ co-founder /core team member/ key employee of a start-up and Innovation ecosystem or in a lead position in a reputed Innovation &amp; Start- up promoting organization?</li> <li>➤ Do you have a strong understanding of start-up companies, technology and incubation, early-stage investments, raising funds?</li> <li>➤ Do you have a vision with in-depth knowledge of present Indian and global start-up ecosystems, and should strive towards making the AIC-BARC self-sustainable?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Knowledge of working with computers and techno-legal/commercial documentation:</b> <ul style="list-style-type: none"> <li>➤ Do you have good updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc. and OS like Windows) and other additional required software skills used in office?</li> <li>➤ Are you well versed in conceptualizing, compiling, and putting together papers, presentations, techno-legal/commercial documents, proposals, etc?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No

**Languages known: (Pl tick whichever is applicable)**

<b>Language</b>	<b>Write</b>	<b>Read</b>	<b>Speak</b>
English			
Hindi			
Marathi			
Other(_____)			

**Disclaimer**

I certify that my answers are true and complete to the best of my knowledge and belief. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

**Signature (with Date)** \_\_\_\_\_

**The following documents should be enclosed along-with this application form.**

1. Recent passport size colour photograph of the candidate (2 copies).
2. Latest CV
3. Certificates (documentary proof of above statement(s))
4. Reference letter from well-known professional referee
5. Vision Statement in candidate's own words (in about 500 words) on "*How an Incubation Centre at Anushaktinagar, Mumbai can contribute to the Indian Incubation and Start-up Eco-system*" and "My role in making Atal Incubation Centre self-sustainable in next 5 years".