AIC IGCAR FAST FOUNDATION (AIC-*FAST*), Anupuram, Tamilnadu

(Advt. No. AIC-FAST/2025/01)

AIC IGCAR FAST Foundation is an Atal Incubation Centre established at Anupuram, Tamilnadu, under the auspices of Atal Innovation Mission (AIM) – NITI Aayog. Applications are invited from Indian Nationals for the following position at this incubation centre:

Job Title: Chief Executive Officer (CEO)

Location of Posting	Anupuram, Tamilnadu
Number of posts	1 (one)
Nature of Post	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 two years at a time or till the dissolution of AIC *FAST*, whichever is earlier.
Age Limit	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.
Remuneration	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%)

Job description and key responsibilities of the Chief Executive Officer:

The CEO will be the administrative head of staff of AIC IGCAR FAST Foundation ("AIC-*FAST*") and will report to Head IC/AIC-IGCAR. CEO along with his/her team will execute the vision, mission, and goals of creating and operating a world-class incubator and fostering its growth under directions from the Board of Directors of AIC *FAST*. The broad responsibilities of the CEO would include:

(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: Forge partnerships 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 incubatees 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. Ensure periodic compliances of AIC-FAST to various governmental agencies such as AIM (Niti Aayog), MCA, etc. and other mandatory compliances related to PFMS, GST & IT returns, company audit (internal and external) are met promptly and reported to the Board of Directors through Head, IC/AIC-IGCAR.

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 in both spoken and written English, along with basic Hindi. Good communication skills in Tamil 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. Depending upon the number of applications, a screening examination may be conducted to further shortlist the candidates for interview.

- Shortlisted candidates shall then be invited for a personal interview by an empowered Selection Committee appointed by Board of Directors of AIC *FAST*.

- 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 in the order of merit from the merit list.

- 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 (typically 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. **AIC *FAST* is a section 8 company under the Companies Act, 2013 and all appointments are purely on CONTRACT basis.**

3. **Procedures/guidelines issued by Niti Aayog from time to time pertaining to engagement of consultants and young professionals will be followed. See for example: 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@igcar.gov.in and hard copy by Indian Speed Post/Registered Post/Private Courier to the address given below so as to reach on or before Saturday, 31st May 2025:**

    Director, AIC IGCAR FAST Foundation
    Convention Centre (opp. SRI Guest House),
    DAE Township, Anupuram 603127, Tamilnadu

AIC IGCAR FAST FOUNDATION (AIC-*FAST*), Anupuram, Tamilnadu

Format of Application Form for the post of Chief Executive Officer (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:**

Aadhaar No: **LinkedIn or any professional profile URL:**

Education Qualification (Starting with Graduation Degree)					
S.No.	Degree/Diploma	University/ Institute	Subject	Year of passing	Percentage/ CGPA

Details of Previous Employment						
S. 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					
S.No.	**Referee Name**	**Contact number**	**Email**	**Relation with you**	**Knows you since how many years?**

Check List (Tick in appropriate box)

Age: Do you satisfy the age limit criterion, i.e., not more than 50 years (in case of male candidates) / 52 years (in case of female candidates) years?	☐ Yes ☐ No
Educational Qualifications: Bachelor's degree in any field of Engineering or Post graduate degree in any field of Science?.	☐ Yes ☐ No
Professional Qualifications: Full time Masters in Business Administration or Post Graduate Diploma in Management with specialization in Business Management/ Business Strategy or similar?	☐ Yes ☐ No
Experience: ➢ 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?	☐ Yes ☐ No
➢ 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 & Start- up promoting organization?	☐ Yes ☐ No
➢ Do you have a strong understanding of start-up companies, technology and incubation, early-stage investments, raising funds?	☐ Yes ☐ No
➢ Do you have a vision with in-depth knowledge of present Indian and global start-up ecosystems, towards making AIC-FAST self-sustainable?	☐ Yes ☐ No
Knowledge of working with computers and techno-legal/ commercial documentation: ➢ 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?	☐ Yes ☐ No
➢ Are you well versed in conceptualizing, compiling, and putting together papers, presentations, techno-legal/ commercial documents, proposals, etc?	☐ Yes ☐ No

Languages known: (PI tick whichever is applicable)

Language	Write	Read	Speak
English			
Hindi			
Tamil			
Others (_____)			

Declaration

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 color photograph of the candidate (2 copies).
2. Latest CV
3. Certificates and other documentary proof of above statement(s)
4. Reference letters from well-known professional referees
5. Vision Statements in candidate's own words, in about 500 words each, on
   (a) *How a Technology Incubation Centre associated with spin-off deep technologies can contribute to the Indian Incubation and Start- up Eco-system"*; and
   (b) *My role in making the Atal Incubation Centre self-sustainable over the next 4 years.*

To be filled by Office

Application No.:_____

Soft copy received on (date): _____/_____/_____

Hard copy received on (date):_____/_____/_____