

Department of Business Administration
Faculty of Management Studies & Research
Frank & Debbie Islam Management Complex
Aligarh Muslim University, Aligarh-20202

Advertisement No. 1/DBA

Dated: **January 28, 2020**

Applications are invited for the following post at the ***Frank & Debbie Islam Entrepreneurship Incubation Centre of the Department of Business Administration***

- | | | |
|---------------------|---|---|
| 1. Designation | : | Incubation Manager |
| 2. No. of vacancies | : | 01 (Contractual, initially for three years, subject to annual performance assessment) |
| 3. Remuneration | : | Rs. 50,000/- per month (fixed) |

Essential Qualifications:

- 1) **MBA/PGDM (Any Specialization)/M.Tech (Any Specialization)** with relevant professional experience of minimum ***five years*** at middle level position.

Desirable skills:

1. Experience in incubation sector or Entrepreneurship development. Experience of working with an incubator or an accelerator will be preferred.
2. Previous experience of an entrepreneurial and ambitious organization with demonstrable success.
3. Exposure to business plans, proposals, fund raising activities apart from developing effective marketing strategies to generate revenues from the products and / or services of the start-ups.
4. High level of empathy in terms of understanding the actual needs of the start-ups and an ability to handhold the incubates.
5. Strong networking skills and ability to manage internal and external stakeholders.
6. Presentation skills.


Job Details:

Roles & Responsibilities:

- 1) To provide leadership and direction to the Frank & Debbie Islam Entrepreneurship Incubation Centre (FDIEIC) to achieve its objectives and targets with a culture that promotes ideas and their commercialization.
- 2) To develop and implement the strategy for FDIEIC.
- 3) To lead all operations of the Centre, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global entrepreneurship ecosystems.
- 4) Spearhead senior level, strategic relationships with key stakeholders.
- 5) Work with the Board/Committee in regularly reviewing the FDIEIC's strategic plan and to implement and monitor annual plans and targets.
- 6) To facilitate the growth of start-ups in business and social sector while ensuring other objectives of FDIEIC.
- 7) To create a team with the culture of entrepreneurship, openness and integrity and monitor its functioning.

Process & Procedure:

1. Applicants shall download the 'Application Form' from the website of the Department of Business Administration, AMU. <https://www.amu.ac.in/departementpage.jsp?did=44>.
2. Applicants are required to submit the duly filled employment form along with necessary supporting documents, complete in all respect. Complete application form procured in the above manner may either be delivered personally at the Reception Counter of the Department or sent by post, superscribing on the top at the left side of the cover, the post applied for, advertisement number and date, to the Chairman, Department of Business Administration, Aligarh Muslim University, Aligarh - 202 002, so as to reach him **by 12 February 2020**.
3. Applications received late or without necessary supporting documents, Degree/ Certificates/Mark Sheets and experience certificate not attested by the Head of the Department/Institution/Gazetted Officer/self-attestation shall not be entertained.
4. It is not obligatory on the part of the Department of Business Administration to call for interview every candidate who possesses the essential qualifications and no representation in this regard will be entertained from any candidate. The selected candidate shall not claim for regular appointment at this Department/University.
5. No TA/DA is admissible for attending the interview.
6. Candidate shall appear for interview along with their original certificates and other relevant documents.
7. **Only shortlisted candidates will be informed by e-mail, regarding the date, time and venue of the interview. No separate call letter will be issued.**
8. The appointment will be initially for three years from the date of joining subject to annual performance review.
9. Persons downloading the Application Form from the Internet are required to send a Demand Draft/cash receipt of Rs.500/- payable to Chairman, Department of Business Administration, AMU, Aligarh along-with duly filled employment form, self-attested photocopies of documents, complete in all respect, mentioning their **mobile phone number** and **email address** to the office of the **Chairman, Department of Business Administration, Frank & Debbie Islam Management Complex, Faculty of Management Studies and Research, Aligarh Muslim University, Aligarh** **on or before 12 February 2020 till 4 pm**. Incomplete applications and those received late will not be entertained.


Chairman
D/o Business Administration
A.M.U., Aligarh 202002



**Department of Business Administration
Faculty of Management Studies & Research
Frank & Debbie Islam Management Complex
Aligarh Muslim University
Aligarh**

Advt. No..... Dated.....
Sl. No. & Name of the Post Applied for
Department.....

Passport size recent
Photograph
duly signed by the
applicant

Particulars of Payment of application fee

SL. NO.	DD/CR		Issuing Office	Value (Rs.)
	No.	Date		

INSTRUCTIONS TO CANDIDATES FOR APPOINTMENT

1. Application should be sent to the **Chairman, Department of Business Administration, Frank & Debbie Islam Management Complex, Faculty of Management Studies and Research, Aligarh Muslim University, Aligarh**. Application received after the prescribed date will not be entertained except by special permission of the Vice-Chancellor.
2. Candidates should send their applications by Registered Post (A.D.). Any change in the mailing address should be immediately notified to the Office of the Chairman, Department of Business Administration. However, the University does not accept any responsibility for redirection of communication to the new address. Candidates must arrange for the redirection of communication to their new address, if any.
3. (a) Application fee once received shall not be refunded
(b) Candidates applying from outside India should also send their application fee alongwith their application. The amount of application fee must not fall short of the prescribed fee when application converted in Indian currency.
4. (a) Candidates should send attested copies of their degrees or diploma certificates or other certificates alongwith respective marksheets of their qualifications and their Matriculation or equivalent certificates in support of their declaration of age, originals should not be sent with the application but should be produced at the time of interview. If any enclosures (books, publications, manuscripts. etc.) are to be sent they should be sent alongwith the application and not separately, otherwise, they are liable to be misplaced.
(b) Candidates may send copies of testimonials from persons intimately acquainted with their work and character. They must also give the names and addresses of two persons in India to whom references can be made. If they have been in employment, they should either give their present or most recent employers or immediate superiors as one of the referees or submit recent testimonials from them. If, however, the posts for which they are applying are under their present employers they must name atleast one of them as their referee Original testimonials should not be sent unless asked for.
5. Candidates already in service, whether in a permanent. Quasi-permanent or temporary capacity, must apply through their employers. They may, however, if they so desire, submit advance copies of their applications direct to the University. These will be considered provisionally but the original application must ordinarily reach the university within a fortnight after the closing date, if there is further delay in forwarding of the applications, the candidate should, if and when called for interview, bring with them the written permission of their Head of the Department or Office as the case may be. In the absence of such permission the candidates may not be interviewed.

6. Canvassing in any form will disqualify candidate.
7. The University reserves the right to call or not to call any candidate for interview. The summoning of candidates for interview, conveys no assurance whatsoever that they will be selected.
8. Appointment orders to selected candidates will be issued by the University. No correspondence will be made with candidates who are not selected.
9. Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such Medical Examination and satisfy such Medical Authority as the University may direct.
10. Candidates are advised to satisfy themselves before applying, that they possess atleast, the essential/desirable qualifications laid down in the advertisement.
11. After joining the service of the University, the candidates will have to abide by the Rules Regulations, Statutes and Ordinances of the University made from time to time.

Intimation about the date of interview will be sent to the candidates applying from outside India but the University will not be responsible for any postal delay. Such candidates may come to attend the interview on their own risk as the date of interview may be postponed. However, if such candidates wish to be considered in absentia they may send request alongwith the application.

ALIGARH MUSLIM UNIVERSITY

POST APPLIED FOR..... DEPTT. OF.....

1. Candidate's Name in full (Mr./Mrs./Miss).....
(In Capital Letters)
2. Father's/Husband's Name in Full.....
3. Mother's Name.....
4. Permanent Address in full.....
5. Date of Birth (in Christian era).....
6. Marital Status.....
7. Nationality.....
8. Educational Qualifications

Sl No.	Examination Passed	Title of the Degree	Class/Div. with Hons. or distinction	%age of Marks	Name of Univ./Board	Year of Passing	Remarks
1	2	3	4	5	6	7	8
	High School						
	Inter/Senior Secondary						
	Graduation						
	Post- Graduation						
	M. Phil.						
	Ph. D.						
	Technical/Vocational other (to be specified)						

9. Details of Employment (starting from the present position):

S. No.	Institute/ Organization	Designation	Period		Reasons for leaving	Nature of Duties
			From	To		
1.						
2.						
3.						
4.						
5.						

10. In case of Self-employed:

Name of the Organization	Role in the Organization	Sector/Industry	Year of Incorporation	Nature of Activities
No. of employees	Turnover	Address	Website	Other relevant information

11. Any other work/experience relevant to the qualification for the post applied for:-----

12. (a) If at present employed, basic salary and allowances (state separately) :

Scale of Pay: Rs..... Present Basic Pay.....

Allowances Rs..... Total.....

(b) Date of next increment.....

(c) Are you willing to accept the pay mentioned in the advertisement? If no, the pay expected with reason.....
.....

13. If appointed, joining time required from the date of appointment.

14. Name and affiliations of not more than three persons intimately acquainted with your work and character from whom copies of testimonials are enclosed. If employed, one of the following should be present or most recent employer.

- (1)
- (2)
- (3)

15. 1- (i) Have you ever been arrested/prosecuted/kept in detention/bound down/fined/convicted by a court of Law or whether any case is pending against you in a Court of Law?
(ii) Have you even been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution?

2- If the answer to any of the above question is 'Yes' give details:

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16. Additional remarks *

(* Applicants may mention any special qualification or experience which do not fall under the above heads. Also state briefly why do you consider your self fit for the post applied for. Use separate sheet and enclose, if necessary)

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17. DECLARATION

I..... hereby solemnly declare on oath that entries made by me in the above columns are true to the best of my knowledge and belief and if at any time any entry is found incorrect, suitable disciplinary action may be taken against me.

.....
Signature of Candidate in full

Place..... Present Address for Correspondence
Date.....
Phone/Fax/Telex No.

18. If employed, Remarks of the forwarding authority.

Place..... Signature.....
Date..... Name.....
Designation.....

(Office Stamp)

28. Details of enclosures:

1. DD/Cash Receipt No.....Dated..... for Rs.....(application fee)
2. Photocopy of High School Certificate of Passed from.....
3. Curriculum Vitae
4. Experience Certificates from previous employers
- 5.
- 6.