



DITE INNOVATION AND INCUBATION FOUNDATION

CIN No. U85300DL2019NPL355470

Email: diif.dite@gmail.com

☎ : 26388920



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Terms and Conditions

Inviting Applications for Chief Executive Officer (CEO - 1 Post) and Multi Tasking staff (MTS - 1 Post) for DITE Innovation and Incubation Foundation (DITE IIF) Section 8 Company

DITE IIF, a subsidiary non-profit company of Delhi Institute of Tool Engineering, is inviting applications for the position of CEO and MTS of the Incubation Centre at Delhi Institute of Tool Engineering, Okhla Ph-II, New Delhi-110020.

DITE IIF focused to create a culture of entrepreneurship, start-ups and intellectual property creation that can lead to value creation, jobs and employment and do social and economic good.

1. Profile and Eligibility of Chief Executive Officer (CEO): Educational/Professional Qualification and Experience (1 Post) ó

The profile and eligibility criteria of CEO are as follows:

- a) Engineering Graduate Degree with min 10 years of work experience or Engineering Post Graduate Degree with min. of 7 years of overall work experience, with at least 2 years of experience in the startup ecosystem, either as a startup founder / co-founder / core team member and / or having worked in a startup enabling organisation such as an incubator, accelerator, or a startup community organisation. Preference will be given to individuals having previously worked in middle or top-management of existing incubation centres / or at an organization playing crucial role in the incubation pipeline.
- b) Applicants must be able to clearly demonstrate entrepreneurial skills and

experience as an entrepreneur or closely working with entrepreneurs is required.

- c) Applicants with previous experience of collaborating with government departments / agencies / allied organizations, along with demonstration of fundraising for non-profit organizations, experience of creating pool of mentors and investors shall be preferred.
- d) Applicants must mandatorily have a clear understanding of local, national and global startup ecosystems and the ability to find ways to collaborate with ecosystem stakeholders.
- e) Applicants must be able to clearly demonstrate understanding of social impact innovations and social entrepreneurship concepts, and further possess a passion for solving social issues and challenges.
- f) Applicants must be able to clearly demonstrate leadership and management skills, and previous experience leading teams and programs is a must.
- g) Applicants must possess a strong command on English language, preferably with suitable proficiency in Hindi languages. Applicants are expected to be well suited in conceptualizing, compiling, and putting together papers, presentations, documents, proposals, etc.
- h) A Bachelor's degree is required; an MBA or higher is preferred
- i) Location of the job is New Delhi, India, and familiarity of the applicant with the city of New Delhi and surroundings will be preferred.
- j) Good communication skills, good team building skills, good listening skills are top pre-requisites.
- k) Strong ability to build ecosystems, collaborate with stakeholders, connect people and events and ability to use technology to accelerate sharing of information is critical.
- l) Good financial management ability, demonstrated ability to manage with financial responsibility is desired.

Job responsibilities of CEO:

- a) The CEO of the DITE-IIF at Delhi Institute of Tool Engineering will lead all the day to-day operations of the DITE-IIF at Delhi Institute of Tool Engineering,

Okhla campus.

- b) The CEO shall be appointed under the aegis of DITE-IIF, a not-for-profit, subsidiary company promoted by Delhi Government. The CEO shall report to the Board of DITE-IIF, Director cum Principal (DITE).
- c) It is expected that the CEO shall play a crucial role towards establishing/developing the DITE-IIF from afresh.
- d) The CEO will be required to lead all operations of the Incubator, give it strategic direction in line with the startup and innovation vision of the DITE IIF, hire a competent team, build and scale incubation programs, outreach programs, creating pool of mentors and investors, measure impact, as well as collaborate with national and global ecosystems to employ best practices in order to convert the incubation centre into a world-class hub for solving societal challenges.
- e) Submit status, reports, project ideas, plans and all such information required by the competent authority for publishing the health of the incubator/start-up ecosystem report.
- f) The CEO shall be responsible to handle duties assigned by Chairman (DITE), Director-cum-Principal, Board of Director, Secretary DITE time to time.

Note:- The CEO shall hold initially for a period of one year which may be extended every year for three years from the date he/she enters upon the office, subject to availability of funds and performance. This will be purely temporary appointment.

2. Profile, Eligibility and Job responsibility of MTS (1 Post): Educational/ professional qualification and experience:

- a) 10th or High School or Equivalent from a recognized Board.
- b) Candidate should be hardworking and ready to take multi-tasking job.

Note:- The MTS shall hold initially for a period of one year which may be extended every year for three years from the date he/she enters upon the office subject to availability of funds and performance. This will be purely temporary appointment.

SELECTION PROCESS & TERMS:

- a) A shortlist of applicants will be selected by an expert Committee from all the applications received. Shortlisted applicants shall then be invited for a personal interview by a high-level and empowered selection committee.
- b) A merit list of candidates shall be created based on personal interviews, and in order of precedence of the merit list, an applicant shall be selected for the position of the CEO and MTS.
- c) A formal employment offer shall only be offered to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate. The selected applicant shall also be given considerable time for transitions between jobs, if so necessary, as per mutually agreed terms.
- d) The decision of the management of DITE-IIF shall be final in all matters related to this selection and eventual recruitment.
- e) No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- f) Corrigendum etc ., if any, will be displayed on DITE website only and no separate advertisement will be published.**

COMPENSATION:

Salary shall be commensurate with the experience and qualification of the candidate.

HOW TO APPLY:

Application Process: Candidates who fulfill the eligibility criteria may send their CV in the prescribed format (uploaded on DITE website: <http://dite.delhigovt.nic.in/>) along with one photograph, supporting documents (self attested) and forwarding letter addressed to Director, DITE Innovation and Incubation Foundation at Delhi Institute of Tool Engineering, Okhla Ph-II, New Delhi-110020 by speed post/registered post/ by hand (Please write the post applied at the top of the envelop).

The last date for receiving the duly filled form along with necessary documents is by 23.03.2020, at 05.00 p.m. (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). The DITE IIF will not be responsible for any postal delay or loss.