



**MADAN MOHAN MALAVIYA UNIVERSITY OF  
TECHNOLOGY GORAKHPUR – 273010 (U.P.)  
(State Government Funded University)**

**Advt. No. T/I/2025**

**Dated: 10 /03/2025**

**Recruitment Notice**

Online Applications are invited for recruitment of Chief Executive Officer and Incubation Operation Manager (Under MMMUT Foundation) in the University.

Candidates are requested to visit the University website: <http://www.mmmut.ac.in> for Online application link and detailed instructions for filling the application form. Already applied candidate need not to apply again. Last date to submit online applications is **14/04/2025**.

  
REGISTRAR

## **Appointment of a Full-Time Chief Executive Officer (CEO), and an Incubation Operation Manager at MMMUT Foundation**

MMMUT Foundation is a technology business incubator promoted by Madan Mohan Malaviya University of Technology. The aim of MMMUT Foundation is the promotion of entrepreneurship and innovation by providing incubation services, financial support, and other opportunities.

MMMUT Foundation is seeking for a dynamic Chief Executive Officer (CEO) and an Incubation Operation Manager with an action-oriented approach and clear vision.

### **Job Title: Chief Executive Officer (CEO)**

#### **Job Profile:**

The CEO would manage/coordinate/lead multifarious operations in the company. The CEO will primarily be responsible for setting up ecosystem of innovation, incubation, and entrepreneurship with a long-term strategic plan to achieve the objectives and mission of MMMUT Foundation. The CEO will be responsible for developing and growing a vibrant ecosystem for supporting startups leading to real business impact and leading all operations of the incubator and giving it strategic direction in line with the startup and innovation vision of the university. The job description is not exhaustive, and the CEO may from time to time be required to undertake other related duties.

The CEO shall be appointed under the aegis of MMMUT Foundation and report to the board of MMMUT Foundation.

#### **Job Description:**

- Build the core nucleus of the organization, and structure processes in line with the purpose and vision of the foundation.
- Establish innovation and entrepreneurial ecosystem.
- Manage efficient and seamless operation of the company including incubation operation, infrastructure, and facilities, legal and compliance, finance, administration, procurements, and IT and lab infrastructure and to handle the overall working of the company.
- Raise and manage funds to ensure the financial sustainability of the center make a pitch to raise funds from the Government Scheme. Industry, incubator funds, CSR, etc., responsible for financial activities related to budgeting, reporting, and audit compliance with various statutory rules and regulations.
- Curate and organize Programs, events and other engagement activities, and marketing campaigns for the promotion of entrepreneurship and the visibility of the company.
- Work closely with faculty and students at MMMUT to help them incubate their startups at the center by steering their technologies / IPs towards commercialization by mentoring them and helping them to set up startup ventures.
- Work with the Board of Directors and disseminate timely reports to the Board, funding agencies, and all other stakeholders.
- Handle Duties assigned by the Chairman/Member Secretary/Directors from time to time.

- Stay updated with the latest developments globally in the core areas of relevance to incubators and startup ecosystem.
- Chairman, Board of Directors/ Vice Chancellor, MMMUT may assign any other duties time to time as per the need.

### **Job Title: Incubation Operation Manager**

#### **Job Profile:**

The Operation Manager would manage/coordinate/lead multifarious operations in the company. The Operation Manager will be responsible for setting up an ecosystem of innovation, incubation, and entrepreneurship with a long-term strategic plan to achieve the objectives and mission of the MMMUT Foundation. The Operation Manager will be responsible for developing and growing a vibrant ecosystem for supporting startups leading to real business impact and leading all operations of the incubator. The job description is not exhaustive, and the Manager may from time to time be required to undertake other related duties.

The Operation Manager shall be appointed under the aegis of the MMMUT Foundation and shall report to the board of the MMMUT Foundation.

#### **Job Description:**

- Build the core nucleus of the organization, and structure processes in line with the purpose and vision of the foundation.
- Establish innovation and entrepreneurial ecosystem.
- Manage efficient and seamless operation of the company including incubation operation, infrastructure, and facilities, legal and compliance, finance, administration, procurements, and IT and lab infrastructure. **Handle overall working of the company.**
- Raise and manage funds to ensure the financial sustainability of the **center make a pitch** to raise funds from the Government Scheme. Industry, incubator funds, CSR, etc., responsible for financial activities related to budgeting, reporting, and audit compliance with various statutory rules and regulations.
- Curate and organize Programs, events and other engagement activities and marketing campaigns for the promotion of entrepreneurship and the visibility of the company.
- Work closely with faculty and students at MMMUT to help them incubate their startups at the center by steering their technologies / IPs towards commercialization by mentoring them and helping them to set up startup ventures.
- Work with the Board of Director and disseminate timely reports to the Board, funding agencies, and all other stakeholders.
- Handle Duties assigned by the Chairman/Member Secretary/Directors from time to time.
- Stay updated with the latest developments globally in the core areas of relevance to incubators and startup ecosystem.
- Chairman, Board of Directors/ Vice Chancellor, MMMUT may assign any other duties time to time as per the need.



## Terms and Conditions for CEO and Incubation Operation Manager Position:

- a) The standard conditions of employment will be related to various matters relating to your working with the MMMUT Foundation, including hours of work, holidays, leave, code of conduct, confidentiality policy, etc. as decided from time to time by BoD of the MMMUT Foundation and by component authority of the promoting organization (MMMUT Foundation).
- b) The standard conditions of Employment may be changed by the MMMUT Foundation from time to time at the sole discretion of the MMMUT Foundation and such changed Standard Conditions of Employment shall become applicable to you forthwith, upon receipt of notice of the same by you.
- c) Since the engagement is purely on a contract basis, it does not imply any possibility of absorption in to the MMMUT Foundation. You should agree not to put any claim for permanency or continuation of the job irrespective of the total duration of your contract in continuation or parts.
- d) You shall be an employee of the MMMUT Foundation and will devote your professional energies entirely towards the conduct of your duties under your employment with the MMMUT Foundation.
- e) You will faithfully and sincerely carry out the work as may be assigned to you by your seniors and will also abide by the general rules of conduct, failing which your services may be best dispensed with/without any notice or without any reason or any payment in lieu thereof.
- f) You are required to complete the task assigned to you in a time bound manner.
- g) During your employment with the MMMUT Foundation, you shall not simultaneously engage yourself in any of your other gainful or commercial activity (other than normally acceptable personal investment activity), business or professional activity, whether part-time or full-time or directly or indirectly whatsoever.
- h) Your appointment will be on contract initially for a period of One (1) year effective from the date you take charge and report to MMMUT Foundation MMMUT Main Campus Gorakhpur. Your tenure may further be extended upto 03 years subject to annual performance review and requirements of the MMMUT Foundation, Gorakhpur.
- i) This contract does not entitle you to enter into any commitments or dealings on behalf of the management for which you have no express authority, nor alter or be a part of any alteration of any principle or policy of the management or exceed the authority or discretion vested in you without the previous sanction of the competent authority MMMUT Foundation Gorakhpur.

### Job Timing:

- a) You will work six days a week. The normal office timing will be 9:30 a.m. to 5:00 p.m., which you need to adhere to. However, you may be required to work beyond office timings, if the need arises on events days or incubator exigencies you may be required to work on Saturdays and Sundays.

### Tax Liability:

- a) The tax liability, if any, including income tax, arising on your compensation will be your personal liability and will be governed by the then- prevalent tax laws of the country.
- b) The MMMUT Foundation reserves the right to deduct tax at source from any components of your compensation and take such other actions as required by applicable law at the relevant time.

### Representations:

- a) You hereby represent that all the contents of your resume, testimonials, references, previous employment details, and other information furnished by you are true and accurate.
- b) If any of the above referred particulars furnished by you are found to be incorrect or misleading in any way, MMMUT Foundation shall have the right to terminate your employment forthwith, without the requirement of providing you any notice/notice period or compensation in lieu thereof.

### Corrupt Practices:

- a) Never give, offer, or authorize the offer of, either directly or indirectly, anything of value (such as money goods, or services) to yourself or the MMMUT Foundation. A business courtesy, such as a gift. Contribution or entertainment should never be offered under any circumstances that might create the appearance of impropriety.
- b) No political contributions shall be made using MMMUT Foundation, funds, or assets provided to any political party, political campaign, political candidate, or public official in India or any foreign country unless the contribution is lawful and expressly authorized in writing by the director, MMMUT Foundation.
- c) During the period that you are employed by the MMMUT Foundation, you shall not, either while acting on behalf of the MMMUT Foundation or in the pretext thereof, accept from any person or entity, any consideration for any assessment or decision which may be favorable to that person or entity.

Such consideration shall include any item or conduct that may be of value as a gift, bribe, payment, performance, favor, etc.

- d) You do not use Designation for any unlawful & unethical purpose(s). Also, you shall not offer, give, or cause others to give any payments for the purpose of influencing the recipient business's judgement.

#### Confidentiality:

- a) You shall maintain confidentiality of information, which would come to your knowledge during your employment while executing your duties and responsibilities. You shall maintain utmost secrecy of the affairs or work of MMMUT Foundation and should not divulge any information of the MMMUT Foundation by any mode of communication to any other person or organization during employment or thereafter.

#### Procedure for Resignation & Termination:

- a) You are required to serve a notice period of one month before your resignation. In that event, you will be eligible for those months' pay as well as for the experience certificate, else you shall be liable to pay.

### Skill Sets, Knowledge, and Experience for CEO Position:

**Essential Qualifications:** Undergraduate in any discipline from a recognized University. Candidate should have excellent verbal and written communication skills.

#### **Experience:**

- 05 years experience in a startup enabling organization such as an incubator, venture capitalist angel fund group, or a startup community organization. Experience as a startup founder/co-founder/core team member in a startup will also be considered. Preference will be given to individuals having previously worked in the middle or top management of existing incubation centers or at an organization playing a crucial role in the incubation pipeline.
- An understanding of the concept of incubation, entrepreneurship, and innovation, preference to those who have been an active player in the startup ecosystem.
- Applicants must be able to clearly demonstrate and understand the concept of incubation, entrepreneurship, and innovation and be able to clearly demonstrate leadership and management skills, and previous experience leading teams and programs is a must.
- Applicants must possess a strong command of the English language preferably with suitable proficiency in Hindi languages.
- Applicants are expected to be well suited to conceptualizing, compiling, and putting together papers, presentations, documents, proposals, etc., and have computer skills, preferably with experience in Microsoft Word, Excel, Power Point Project, Outlook, etc.
- Strong understanding of organizational operation and experience with interaction with Government agencies.



- Team player and consensus builder at the Board level and across employee's mindset of an institution builder.
- Networking capabilities with diverse stakeholders.

### Recruitment details for the Chief Executive Officer (CEO):

S. No.	Name of the Post	Chief Executive Officer (CEO)
1.	No. of Posts	01
2.	Salary	Rs. 70,000.00 to 80,000.00 per month as per credentials of the candidate.
3.	Mode of Selection	Direct
4.	Age Limit	50 years from date of the advertisement
5.	Education and other qualification required for hiring	Graduation with 05 years of industry experience. Preference will be given to those having experience in entrepreneurship/startup incubation ecosystem or having incubator, with experience in facility management, regulatory matters, finance, etc.
6.	Period of Probation If any	06 Month
7.	Nature of Duties	<ul style="list-style-type: none"> <li>▪ Build the core nucleus of the organization, and structure.</li> <li>▪ processes in line with the purpose and vision of the foundation.</li> <li>▪ Establish innovation and entrepreneurial ecosystem.</li> <li>▪ Manage efficient and seamless operation of the company including incubation operation, infrastructure, and facilities, legal and compliance, finance, administration, procurements, and IT and lab infrastructure. Handle overall working of the company.</li> <li>▪ Raise and manage funds to ensure the financial sustainability of the center make a pitch to raise funds from the Government Scheme. Industry, incubator funds, CSR, etc., responsible for financial activities related to budgeting, reporting, and audit compliance with various statutory rules and regulations.</li> <li>▪ Curate and organize Programs, events, and other engagement activities and marketing campaigns for the promotion of entrepreneurship and the visibility of the company.</li> <li>▪ Work closely with faculty and students at MMMUT to help them incubate their startups at the center by steering their technologies / IPs towards commercialization by mentoring them and helping them to set up startup ventures.</li> <li>▪ Work with the Board of Directors and disseminate timely reports to the Board, funding agencies, and all other stakeholders.</li> <li>▪ Handle Duties assigned by the Chairman /</li> </ul>

		Member Secretary / Directors from time to time. ▪ Stay updated with the latest developments globally in the core areas of relevance to incubators and startup ecosystem.
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### **Skill Sets, Knowledge, and Experience for Incubation Operation Manager Position:**

**Essential Qualifications:** Undergraduate in any discipline from a recognized University. Candidate should have excellent verbal and written communication skills.

#### **Experience:**

- 03 years experience in a startup enabling organization such as an incubator, venture capitalist angel fund group, or a startup community organization. Experience as a startup founder / co-founder / core team member in a startup will also be considered. Preference will be given to individuals having previously worked in the middle or top management of existing incubation centers or at an organization playing a crucial role in the incubation pipeline.
- An understanding of the concept of incubation, entrepreneurship, and innovation, preference to those who have been an active player in the startup ecosystem.
- Applicants must be able to demonstrate and understand the concept of incubation, entrepreneurship, and innovation, and be able to clearly demonstrate leadership and management skills, and previous experience leading teams and programs is a must.
- Applicants must possess a strong command of the English language preferably with suitable proficiency in Hindi languages.
- Applicants are expected to be well suited to conceptualizing, compiling, and putting together papers, presentations, documents, proposals, etc., and have computer skills, preferably with experience in Microsoft Word, Excel, Power Point, Project, Outlook, etc.
- Strong understanding of organizational operation and experience with interaction with Government agencies.
- Team player and consensus builder at the Board level and across employee's mindset of an institution builder.
- Networking capabilities with diverse stakeholders.

### **Recruitment details for the Incubation Operations Manager:**

S. No.	Name of the Post	Incubation Operations Manager
8.	No. of Posts	01
9.	Salary	Rs. 40,000.00 to 50,000.00 per month as per the credentials of the candidate.
10.	Mode of Selection	Direct
11.	Age Limit	50 years on the date of advertisement



12.	Education and other qualification required for hiring	Graduation with 03 years of industry experience. Preference will be given to those having experience in entrepreneurship/startup incubation ecosystem or having incubator, with experience in facility management, regulatory matters, finance etc.
13.	Period of Probation If any	06 Month
14.	Nature of Duties	<ul style="list-style-type: none"> <li>▪ Facilitate the entire incubation process for the startup from selecting on-boarding and managing the process.</li> <li>▪ Taking care of the entire co-working space as a community manager.</li> <li>▪ Work closely with the incubated start-ups and use the co-working space in to identify their needs and address them with the right support.</li> <li>▪ Take part in the Due Diligence activities as a part of the screening process of the startups.</li> <li>▪ SPoC for the startups on-boarded for incubation.</li> <li>▪ Responsible for MoM committee coordination and conducting meetings.</li> <li>▪ SPoC with industry experts &amp; mentors.</li> <li>▪ Managing the schedule of incubation &amp; promotional activities and programs.</li> <li>▪ Keeping and managing track of compliances of start-ups &amp; incubation Centre including regulatory and legal matters.</li> <li>▪ Co-ordination with other stakeholders for smooth functioning.</li> </ul>