



## **Advertisement 02/2023**

### **WALK-IN-INTERVIEW**

#### **Annexure-1**

GTU Innovation Start-up Center (GISC-GTU) invites candidates for walk-in-interview for the contractual non-teaching posts purely on temporary basis for the period of 11 months for various Incubation center of GISC-GTU Ahmedabad, Rajkot, Surat, Vadodara (constituent Incubation center of GISC-GTU). The application form is to be filled up separately by each candidate and carry along with on the day of interview.

<b>Sr.</b>	<b>Particular</b>	<b>Proposed Norms</b>
<b>1</b>	Name of the Post	<b>Senior Accountant</b>
<b>2</b>	Remuneration	Upto Rs.40,000/- per month fixed
<b>3</b>	Age Limit	Preferably below 45 years
<b>4</b>	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"><li>1. First Class in MCOM / accounting related courses from a recognized University/Institute <b>OR</b> similar courses or CA inter/Final from a recognized University / Institute</li><li>2. Knowledge of working on latest Tally and similar accounting software, Exposure of working on PFMS. Timely Startup Fund disbursement, Salary and other related taxes</li><li>3. Computer proficiency and communication (written / oral) proficiency.</li><li>4. Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi.</li><li>5. Candidate having good soft skills, leadership, project management &amp; administrative abilities. Also know for preparing accounts and tax returns, administering payrolls and controlling income and expenditure, auditing financial information, compiling and presenting reports, budgets, business plans, commentaries and financial statements, auditing related knowledge</li><li>6. Candidate with prior experience in field of Accounting firm, CA Firm. managing colleagues, workloads and deadlines</li><li>7. Candidate should be passionate to work around key goals of GTU Innovation Council.</li></ol>
<b>5</b>	Job Profile/Role Description	<ul style="list-style-type: none"><li>• The selected candidate will coordinate the broad efforts of GTU Innovation Council in that region for Accounting, Financing, Board Meetings, Agenda &amp; Minutes writing</li><li>• Candidate will be responsible to deliver time bound goals as mandated from GISC and other tasks given by authority</li><li>• Coordinate with regional staff for funding and other audits</li><li>• Senior Accountants are responsible for leading and coordinating the work of junior accountants and accounting clerks.</li><li>• Prepare financial statements and produce budget according to schedule</li><li>• Avoids legal challenges by complying with legal requirements.</li><li>• Secures financial information by completing database backups.</li><li>• Protects organization's value by keeping information confidential.</li></ul>





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**INNOVATION & STARTUP CENTRE**  
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**Visat three roads, Chandkheda, Ahmedabad**



Sr.	Particular	Proposed Norms
1	Name of the Post	<b>Accountant</b>
2	Remuneration	Upto Rs.30,000/- per month fixed
3	Age Limit	Preferably below 35 years
4	Educational and other qualifications required for direct recruits	<p>8. First Class in BCOM / accounting related courses from a recognized University/Institute</p> <p style="text-align: center;"><b>OR</b></p> <p>50% of the marks or its equivalent grade in M.COM or similar courses or CA inter/Final from a recognized University / Institute</p> <p>9. Knowledge of working on latest Tally and similar accounting software, Exposure of working on PFMS. Timely Startup Fund disbursement, Salary and other related taxes</p> <p>10. Computer proficiency and communication (written / oral) proficiency.</p> <p>11. Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi.</p> <p>12. Candidate having good soft skills, leadership, project management &amp; administrative abilities. Also know for preparing accounts and tax returns, administering payrolls and controlling income and expenditure, auditing financial information, compiling and presenting reports, budgets, business plans, commentaries and financial statements, auditing related knowledge</p> <p>13. Candidate with prior experience in field of Accounting firm, CA Firm. managing colleagues, workloads and deadlines</p> <p>14. Candidate should be passionate to work around key goals of GTU Innovation Council.</p>
5	Job Profile/Role Description	<ul style="list-style-type: none"> <li>The selected candidate will coordinate the broad efforts of GTU Innovation Council in that region for Accounting, Financing, Board Meetings, Agenda &amp; Minutes writing</li> <li>Candidate will be responsible to deliver time bound goals as mandated from GISC and other tasks given by authority</li> <li>Manage all accounting transactions</li> <li>Handle monthly, quarterly and annual closings</li> <li>Comply with financial policies and regulations</li> <li>Report on the company's financial health and liquidity</li> <li>Manage balance sheets and profit/loss statements</li> <li>Coordinate with regional staff for funding and other audits</li> </ul>





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Sr.	Particular	Proposed Norms
1	Name of the Post	<b>Incubation Associate</b>
2	Remuneration	Up to Rs.30,000/- Per Month fixed
3	Age Limit	Preferably below 40 years
4	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"><li>1. First Class in B.E / B.Tech. / B.Pharm / MBA / MCA / PGDM (AIU Equivalency) in relevant subject from a recognized University/Institute <b>OR</b> 50% of the marks or its equivalent grade in ME / M.Tech. / M.Pharm in relevant subject from a recognized University / Institute</li><li>2. Computer proficiency and communication (written / oral) proficiency.</li><li>3. Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi.</li><li>4. Candidate having good soft skills, leadership, project management &amp; administrative abilities. Candidate should have basic exposure towards research, innovation &amp; entrepreneurial activities related with academia or any other ecosystem.</li><li>5. Candidate with prior experience in field of project management, Innovation, IPR, Product design &amp; working with start-up ecosystem will be given preference. Additional certifications in any of the above domain will be given weightage.</li><li>6. Candidate should be passionate to work around key goals of GTU Innovation Council.</li></ol>
5	Job Profile/Role Description	<ul style="list-style-type: none"><li>• The selected candidate will coordinate the broad efforts of GTU Innovation Council in that region</li><li>• Execute flagship programs of GTU related to Innovation, Ecosystem building, IPR, SSIP etc. in particular region.</li><li>• Relevant experience related to IPR in industry, Administrative or academia, Startups intrastation</li><li>• Coordinate with diverse range of stakeholders in the region while planning &amp; executing tasks</li><li>• Candidate will be responsible to deliver time bound goals as mandated from GTU.</li><li>• Contribute to the conceptualization and execution of technical workshops. Assist in planning and organizing events of use to entrepreneurs, start-ups, budding entrepreneurs, etc.</li><li>• Any other activities necessary to support and strengthen the startups mentoring activities.</li><li>• Any regional center such as Rajkot, Surat, Ahmedabad, or Vadodara, can be appointed.</li><li>• Coordinate with diverse range</li></ul>





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1	Name of the Post	<b>Incubation Assistant</b>
2	Remuneration	Upto Rs.26,000/- Per Month fixed
3	Age Limit	Preferably below 30 years
4	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"><li>1. First Class in B.E / B.Tech. / B.Pharm / MBA / MCA / PGDM (AIU Equivalency) in relevant subject from a recognized University/Institute <b>OR</b> 50% of the marks or its equivalent grade in ME / M.Tech. / M.Pharm in relevant subject from a recognized University / Institute</li><li>2. Computer proficiency and communication (written / oral) proficiency.</li><li>3. Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi.</li><li>4. Candidate having good soft skills, leadership, project management &amp; administrative abilities. Candidate should have basic exposure towards research, innovation &amp; entrepreneurial activities related with academia or any other ecosystem.</li><li>5. Candidate with prior experience in field of project management, Innovation, IPR, Product design &amp; working with start-up ecosystem will be given preference. Additional certifications in any of the above domain will be given weightage.</li><li>6. Candidate should be passionate to work around key goals of GTU Innovation Council.</li></ol>
5	Job Profile/Role Description	<ul style="list-style-type: none"><li>• The selected candidate will coordinate the broad efforts of GTU Innovation Council in that region</li><li>• Execute flagship programs of GTU related to Innovation, Ecosystem building, IPR, SSIP etc. in particular region.</li><li>• Candidate will be responsible to deliver time bound goals as mandated from GTU.</li><li>• Any regional center such as Rajkot, Surat, Ahmedabad, or Vadodara, can be appointed.</li><li>• Plan meetings and take detailed minutes</li><li>• Maintain database.</li><li>• Liaise with executive and senior staff to handle requests and queries from officers and the directors.</li><li>• Coordinate with diverse range.</li></ul>





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Sr.#	Particular	Proposed Norms
1	Name of the Post	<b>Incubation Manager</b>
2	Remuneration	Rs. 55,000/- to 70,000/- Per Month fixed
3	Age Limit	Not more than 45 years
4	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"> <li>- Candidate should have professional degrees like BE/ MBA/ ME/ MS/ PGDBM (AIU Equivalent) / M Pharm. / CA or other master's degree.</li> <li>- Good updated knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) and other additional required software skills used in office.</li> <li>- Adequate knowledge of English and Hindi and working knowledge of Gujarati.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- candidate should have <b>Minimum 3-5 years</b> of relevant experience like self-started/ founded- co-founded a start-up or worked in a start-up/ enterprise at any lead position or having worked with any reputed Innovation/ Incubation centre/ Entrepreneurship organization fulltime in incubation, innovation promotion and allied activities.</li> <li>- Candidate should have entrepreneurial capabilities and having idea about present Indian and global start-up ecosystems.</li> </ul>
5	Job Profile	<ul style="list-style-type: none"> <li>- Candidates must have strong inclination towards student start-up initiatives and building start-up ecosystem involving university students, incubators and other actors.</li> <li>- Candidate must have ability to work with multiple stakeholders in the field of Innovation and Entrepreneurship and lead some of the self-conceived initiatives at GTU.</li> <li>- Candidate must have experience and exposure to various kind of student start-up initiatives, activities, policy interventions.</li> <li>- Candidate should have passion and skill to implement GTU's student start-up policy and related initiatives.</li> <li>- Candidate should have basic idea about innovation and start-up value chain and idea about activities and processes required for a co-working space and incubator.</li> <li>- Candidate should have clear idea about how he/she can build a student start-up network, ecosystem, incentives involving all GTU colleges.</li> </ul>





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**Important Instructions:**

1. Please read the instructions given below carefully before applying.
2. Visit the GISC website <https://www.gtu.ac.in/Recruitment.aspx>
3. The post is purely temporary and will be offered initially for a period of five years and likely to be renewed on satisfactory performance.
4. Candidates are advised to give specific, relevant, correct and full information. The completed filled form should be submitted along with self-attested copies of necessary certificates including in support of the evidence of Educational Qualifications, Caste, Experience, resume/CV, all supporting documents related to applications.
5. Documents Requirement: Candidate should bring all the original documents along with 2 sets of photo copies of all documents as well as 2 passport size photograph.
6. All the documents included in the application must be self-attested by the candidate.
7. Separate application form is required to be filled for each post, otherwise application will only be considered for one post.
8. INCOMPLETE APPLICATION FORM SHALL NOT BE CONSIDERED.
9. Registration time 09:00 AM to 10:00 AM only.
10. Separate application is required to be sent for each post, otherwise application will be rejected.
11. The application may be supported by TWO recommendation letters of leading persons in the relevant area of expertise. (For Incubation Manager Post only.)

**Notes:**

- 1. Please Note that this is NOT an appointment in Government Organization.**
- 2. This appointment is purely on CONTRACT basis.**