

**Advertisement Reference No: GNLU/AD/FP-015/2024**

<b>Position</b>	<b>Incubation Manager - GNLU Legal Incubation Council</b>	<b>Date:</b>	<b>30<sup>th</sup> September 2024</b>
<b>Remuneration</b>	<b>₹ 40,000/- pm (Fixed)</b>		
<b>Department</b>	<b>Administration</b>	<b>Last Date of Application:</b>	<b>14<sup>th</sup> October 2024</b>
		<b>Requirements Educational Qualification, Knowledge, Skills and Experience</b>	

**Roles and Responsibilities:** GNLU Legal Incubation Council (GLIC), a Section 8 Company, is looking for an entrepreneurially-minded, energetic, empathetic and dynamic team person as to its Incubation Manager. The responsibilities of the Incubation Manager includes:

- (i) Developing and managing key partnerships for funding of Incubation Programs.
- (ii) Develop and implement a rolling calendar of initiatives & events to promote GLIC and its unique ecosystem, both internally and externally. Including contributing to promotional material and other documentation.
- (iii) Curating, Planning and executing action research, entrepreneurship roadshows, and entrepreneur network meetings of GLIC.
- (iv) Organize and developing customize Entrepreneurship Development Programmes.
- (v) Networking with ecosystem partners to create value for its partners and GLIC. This includes developing and maintaining stakeholder relations with like-minded ecosystem partners including Governments of Gujarat, other incubators, accelerators etc.
- (vi) Develop and execute strategy for outreach, hunting, attracting and onboarding deserving and qualified innovative entrepreneurs, and start-ups.
- (vii) Designing & managing Incubation and Acceleration programs.
- (viii) Qualify and evaluate applicants for creativity, innovation, acceleration and investment stage.
- (ix) Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage.
- (x) Guide & support start-ups for fund raising activity.
- (xi) Develop, execute and own an operational and engagement strategy for the entire community including donors, startups, investors, corporates, mentors, advisors, and domain experts.
- (xii) Provide continued strategic guidance to entrepreneurs in areas such as business modeling, sales, and marketing, financing, fund raising, overall strategy, operations etc.
- (xiii) Manage day- to- day interaction with the Incubates.
- (xiv) Promotion, Marketing, Brand Building of the center.
- (xv) Perform any other duties assigned by the authorities.

**Essential Criteria:**

- (i) Master's in Business Administration (MBA) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) At least three years of experience in working with Entrepreneurs, Start-ups, Learning/ Tinkering Labs, Incubator or Incubation Consultancy.
- (iii) Good understanding of the social entrepreneurship ecosystem.
- (iv) Demonstrated ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & central government, and angel investors.
- (v) Fluent in English language.
- (vi) Age: Maximum age limit 40 Years as on date of interview.

**Highly desirable:**

- (i) Experience with University/ Educational Institutions.
- (ii) Knowledge of modern electronic database storage and delivery systems.

**Important Note:**

- The appointment is for a period of 364 days on Contractual basis.
- The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification and requirements at any stage.
- The University retains the discretion/right to relax the norms specified in the advertisement for deserving candidates considering their experience and competency.
- The applicants are required to fill up prescribed application form available on Website and send it to [hr@gnlu.ac.in](mailto:hr@gnlu.ac.in) on or before 14<sup>th</sup> October, 2024 mentioning the subject line as “Application for the Post of Incubation Manager – GNLU Legal Incubation Council (GLIC)”. Upon receipt of the email, the detailed information related to interview will be provided to the shortlisted candidates. Application other than prescribed format will not be entertained/considered.
- The application duly signed along with self-attested documents (i.e. Educational Certificates, Experience Certificates etc.) should be forwarded to the University in PDF format by E-mail to [hr@gnlu.ac.in](mailto:hr@gnlu.ac.in) on or before 14<sup>th</sup> October, 2024.
- Application received after the last date of submission will not be considered for the interview under any circumstances.
- Selected candidate needs to join immediately after receiving the confirmation.

**Registrar (I/c)**

The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar 382426, Gujarat (INDIA); E-mail: [hr@gnlu.ac.in](mailto:hr@gnlu.ac.in) Tele: +91 (79) 2327 6611/12.