

## Post Name

## Senior Executive [ Technical]- for GUIITAR

### Introduction

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

### GUIITAR Council

GU Incubation Innovation Technology and Applied Research (**GUIITAR**) Council has been established by GSFC University (GSFCU) at Vadodara, dedicated to promote and support creativity, innovation and spirit of enterprise among young minds and innovators. GUIITAR Council is registered under section 8 of Companies Act, 2013.

GUIITAR Council is committed to nurture and develop startups through shared resources, Infrastructure, cutting edge laboratories, tailored mentorship, extended networking and other common services such as Co-working space, Equipment, Business support, Intellectual Property Protection.

### Roles & Responsibilities

This role requires a blend of technical expertise, mentorship experience, and the ability to collaborate effectively with internal and external stakeholders to foster innovation and entrepreneurship at the university.

#### 1. Technical Mentorship and Support

- a. Provide technical guidance to start-ups and incubatees, assisting them with technological challenges and innovation development.
- b. Review the technical aspects of start-up projects, offering advice on product development, prototyping, and technical feasibility.
- c. Facilitate the use of university labs, tools, and other technical resources to support start-up ventures.

#### 2. Innovation and Research

- a. Promote innovative ideas by collaborating with faculty, students, and external industry partners.
- b. Lead and manage technical research initiatives that align with the university's goals in innovation.

c. Assist in the development and application of new technologies to incubated businesses and start-ups.

### **3. Incubation Program Management**

a. Oversee the incubation process, ensuring that start-ups meet their milestones related to technical development.

b. Collaborate with start-ups in developing innovative products and services from conceptual stages to commercial readiness.

c. Track the progress of incubated companies in terms of technology validation and readiness for market entry.

### **4. Industry Collaboration**

a. Establish and maintain relationships with external stakeholders, such as industry experts, investors, and technical consultants.

b. Organize industry interactions to bring in technical expertise and opportunities for collaboration with start-ups and the university.

### **5. Workshops and Training**

a. Plan and conduct technical workshops, hackathons, and innovation challenges to enhance the skills of students and start-up founders.

b. Provide training in areas such as coding, digital tools, product design, prototyping, and emerging technologies like AI, blockchain, etc.

### **6. Grant and Proposal Writing**

a. Assist start-ups in preparing technical proposals for funding and grants, both from government and private entities.

b. Provide support in writing and submitting research proposals to further innovation within start-ups.

### **7. Resource Management**

a. Manage technical resources, including lab equipment, software, and hardware, for the incubation center.

b. Coordinate with university departments to ensure that start-ups and incubatees have access to necessary technical resources.

### **8. Monitoring and Reporting**

a. Regularly monitor the technical development of incubated start-ups and report their progress to higher management.

b. Keep track of technological advancements and trends that can be incorporated into the incubation center's strategy.

### **9. Intellectual Property and Legal Compliance**

a. Assist start-ups with technical documentation, patent applications, and intellectual property protection.

b. Ensure that technical operations comply with applicable legal and regulatory standards.

### **10. Advisory Role in Strategy**

a. Provide strategic input to the leadership of the Innovation, Incubation, and Start-up Center regarding technological directions and opportunities.

b. Help shape the center's long-term strategy by aligning technical goals with broader incubation and start-up growth plans.

#### **Qualification**

B.E./B.Tech/M.E./M.Tech in Electronics or Mechanical or Computer Science or IT or Instrumentation or Electrical or Mechatronics or related disciplines from recognized institutions/universities.

#### **Experience**

- Minimum of 3 years of experience with a B.E./B.Tech degree, or a minimum of 2 years with an M.E./M.Tech degree, preferably in Incubation Centers or Entrepreneurship Centers or in some Start-ups.
- Experience with handling 3D printers, laser cutting machines, power tools, hand tools, and other prototyping machinery is desirable.
- Hands-on experience in prototype development, testing, and trials is an added advantage.

#### **Age Limit**

Preferably below 35 years

#### **Reporting**

Campus Director, GSFCU

#### **Remuneration**

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- A. The consolidated salary
- B. PF as per applicable statutory norms
- C. Increment based on PMS score as per the PMS policy for Non-Teaching staff

#### **Other Benefits**

- Group Mediciam Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

**Selection Procedure****Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content.

**Stage 2 –Personal Interview**

Interviews of the short listed candidates will be conducted by the committee members.

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field.

The solved case study will be extensively discussed with the committee members during the interview (if required).

**Tenure of Appointment**

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.

**Location**

Vadodara, Gujarat.