
Terms of Reference

Job Title: Chief Executive Officer

Location: 36Inc, City center Mall, Pandri, Raipur

No. Of Post : 1

Job Purpose:

The CEO is the prime interface between budding entrepreneurs and the Incubation Center. He will be also a key driver behind the relationship development of the incubation center with mentors, investors, corporate and government bodies. He/She would be responsible for managing the operations, planning, marketing and development of the Center. The CEO must demonstrate strong leadership qualities and the ability to build collaborative relationships and exemplify high ethical values.

Qualifications, Experience and Skills required:

- Post Graduate in Management or MBA from a reputed and a recognized premier B-School **OR** ME/M-Tech degree from any IIT or equivalent institute in India.
- Demonstrating connections with the local entrepreneurial ecosystem, especially startups, educational institutions and industries, will be preferred.
- Connect with national entrepreneurial ecosystem will be an added advantage
- Must have startup experience in India.

Core Competencies:

- Achieving Results – Be aware of key business objectives, and ensure these are applied appropriately to all business activities.
- Commercial and Business Awareness – Able to identify business opportunities, and be aware of the associated risks.
- Customer Focus (internal & external) – Able to anticipate and understand incubates and other stakeholders' expectations, and ensure their requirements are met and expectations appropriately managed. Able to build professional relationships with stakeholders, and focus on solving their problems.

Explanations:

- Startup Experience: candidate should have experience in any startup holding a position as founder, co-founder, director or equivalent.
- Startup: Private Limited Companies, LLP or Partnerships that hold a valid DPIIT startup recognition certificate.

- Communication – Good communication skills suitable for the liaison with departmental staff. Demonstrate good communication, both orally and in writing, with colleagues, clients and customers, including producing reports, preparing, organizing and delivering presentations using appropriate tools and techniques.
- Planning and Organizing – Good at determining a course of action by breaking it down into smaller steps and by planning and resourcing each of these, making allowance for potential problems.
- Innovation, Flexibility and Adaptability – Undertake tasks with a positive attitude and respond well to management and client requests. Must be prepared to meet business goals and respond well to change.

Main duties:

- **Incubation:** Ensure entry of high potential startups as incubatee. Develop and execute incubation program for incubates, Monitor progress of startups, provide mentorship to startups
- **Mentor network:** Develop a strong mentorship network for incubates.
- **Investor network:** Develop a strong investor network for incubates. Guide startups for investment. Organise investor awareness workshops.
- **Revenue Generation:** Develop and deliver revenue-generating activities for the Center which may include the short term. and long term programs in the entrepreneurship domain, training programs, corporate innovation programs, Hackathons and capacity building programs for budding entrepreneurs.
- **Events and workshops:** Plan entrepreneurship awareness workshop/training programs/events for educational institutions, corporates and entrepreneurs.
- **Partnerships:** Forge partnerships with other related organizations for providing services to incubatees and the Center.
- **Branding:** Act as the face of the Center and promote it through various channels.
- **Budgets, Audit and Compliance:** Financial management of the center and adherence to all required audit and compliance procedures.

Selection Process:

Candidates will need to apply through online application form with resume. Candidates will be shortlist for interview round. Final selection will be based on marks obtained in interview round. The decision by interview panel will be final and abide.

Explanations:

- Startup Experience: candidate should have experience in any startup holding a position as founder, co-founder, director or equivalent.
- Startup: Private Limited Companies, LLP or Partnerships that hold a valid DPIIT startup recognition certificate.

Screening round criteria and marking scheme:

The candidates will be shortlisted on the basis of the following criteria -

Criteria	Maximum marks
Small Business/Startup Experience	10 (Full marks for 5± Years of experience; else 2 Marks/Year till 4 Years)
Conducted startup focused Event and community development experience	5*
Education and Qualification (Post Graduation in Management/MBA/MS/M.Tech.)	5*
Engagement with Chhattisgarh Entrepreneurial Ecosystem [†]	5*
Total Marks	25

* Candidates will be awarded 5 marks if they meet exact requirements and will be awarded 0 marks if they do not possess the asked requirement.

[†] Should be in connection with at least 5 Chhattisgarh based DPIIT registered startups be it for mentoring or any other official purpose. A letter from a concerned startup needs to be submitted post selection.

Selection Criteria

1. Only Shortlisted candidates will be interviewed.
2. The interview panel will include Subject-matter expert, Bureaucrats and Institutional representatives.

Explanations:

- Startup Experience: candidate should have experience in any startup holding a position as founder, co-founder, director or equivalent.
- Startup: Private Limited Companies, LLP or Partnerships that hold a valid DPIIT startup recognition certificate.