

### Recruitment Rules for GIC-GISC Posts

Sr.#	Particular	Proposed Norms
1	Name of the Post	<b>Incubation Manager or RISC coordinator (Regional Innovation and Start-up Centre)</b>
2	Remuneration	Upto Rs. 55,000/- 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 2 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>

Sr.#	Particular	Proposed Norms
1	Name of the Post	<b>Research Assistant (Regional Innovation and Start-up Centre)</b>
2	Remuneration	Upto Rs.25,000/- Per Month fixed
3	Age Limit	Preferably below 45 years
4	Educational and other qualifications required for direct recruits	<p>1. First Class in B.E./B.Tech. / B.Pharm / MBA/ MCA PGDM (AIU Equivalency) in relevant subject 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 ME/M.Tech. / M.Pharm/MBA/ MCA PGDM in relevant subject from a recognized University / Institute</p> <p>2. Computer proficiency and communication (written/oral) proficiency. 3. Excellent in writing and speaking English, Working knowledge of Gujarati And Hindi.</p> <p>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.</p> <p>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.</p> <p>6. 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</li> <li>• Execute flagship programs of GTU related to Innovation, Ecosystem building, PR, SSIP etc. in particular region.</li> <li>• Candidate will be responsible to deliver time bound goals as mandated from GTU.</li> <li>• Coordinate with diverse range of stakeholders in the region while planning &amp; executing tasks</li> </ul>

Sr.#	Particular	Proposed Norms
1	Name of the Post	<b>Accountant</b>
2	Remuneration	Rs.20,000/- Per Month fixed
3	Age Limit	Preferably below 45 years
4	Educational and other qualifications required for direct recruits	<p>1. 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 MCOM or similar courses or CA inter/Final from a recognized University / Institute</p> <p>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</p> <p>3. Computer proficiency and communication (written / oral) proficiency.</p> <p>4. Excellent in writing and speaking English, Working knowledge of Gujarati And Hindi.</p> <p>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</p> <p>6. Candidate with prior experience in field of Accounting firm, CA Firm. managing colleagues, workloads and deadlines</p> <p>7. 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>• Coordinate with regional staff for funding and other audits</li> </ul>

Sr.#	Particular	Proposed Norms
1	Name of the Post	<b>Admin Assistant</b>
2	Remuneration	Upto Rs.20,000/- Per Month fixed
3	Age Limit	Preferably below 45 years
4	Educational and other qualifications required for direct recruits	<p>1. First Class in graduation /Bachelor degree (AIU Equivalency) in relevant subject 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 Master degree in relevant subject from a recognized University / Institute</p> <p>2. Exposure of working as Administrator and managing of routine approvals for events and other allied activities</p> <p>3. Computer proficiency and communication (written /oral) proficiency.</p> <p>4. Excellent in writing and speaking English, Working knowledge of Gujarati And Hindi.</p> <p>5. Candidate having good soft skills, leadership, project management &amp; administrative abilities.</p> <p>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.</p> <p>6. 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</li> <li>• Execute flagship programs of GTU related to Innovation, Ecosystem building, PR, SSIP etc. in particular region.</li> <li>• Candidate will be responsible to deliver time bound goals as mandated from GTU.</li> <li>• Coordinate with diverse range of stakeholders in the region while planning &amp; executing tasks</li> <li>• Coordinate with regional staff for events and allied activities</li> </ul>

**Rules for Contractual Hiring Services of IP Professional (GTU-IPFC) in GTU Intellectual Property (IP) facilitation Center**

<b>Sr.#</b>	<b>Particular</b>	<b>Proposed Norms</b>
1	Name of the Post	<b>IP Professional (GTU-IPFC)</b>
2	Remuneration	Rs. 45,000/- Per Month fixed
3	Age Limit	Preferably below 57 years
4	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> <li>1. First Class in Master in Natural science or Bachelor of Engineering/ Pharmacy or Equivalent Degree.</li> <li>2. Registered Patent Agent</li> <li>3. Minimum 2 years' experience in the field of IPR. (Post Patent Agent Qualification)</li> <li>4. Computer proficiency and communication (written / oral) proficiency.</li> <li>5. Excellent in writing and speaking English, Working knowledge of Gujarati And Hindi.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>6. Graduate/Post Graduate in Law</li> <li>7. PhD in science, engineering, or law</li> <li>8. Experience in drafting, prosecution IP applications, Liasoning and coordination with IPO</li> <li>9. Published reputed academic work in the domain of IP</li> <li>10. Having exposure in IP commercialization, Technology Transfer and allied domains</li> <li>11. Experience of designing, running academic program in IP and allied domains</li> </ol>
5	Job Profile	<ol style="list-style-type: none"> <li>1) Skills in classifying existing patents and preparing presentation on existing patents, Competence in prior art search and IPR related areas, experience in working with academic institutions in IPR related work</li> <li>2) Graduate/Post graduate in Law with sound knowledge on IP Law</li> <li>3) Experience in drafting applications for filling patents and coordination with patent offices for innovation trade mark and design</li> <li>4) Relevant experience related to IPR in industry</li> <li>5) Experience in Teaching IP and allied fields or having built capacity IP professionals</li> </ol>

Sr.#	Particular	Proposed Norms
1	Name of the Post	<b>Research Assistant (IPR) (GTU Innovation Council) /IPFC</b>
2	Remuneration	Rs.25,000/- Per Month fixed
3	Age Limit	Preferably below 45 years
4	Educational and other qualifications required for direct recruits	<p>1. First Class in B.E./B.Tech. /B.Pharm / MBA/ MCA PGDM (AIU Equivalency) in relevant subject 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 ME/M.Tech. / M.Pharm in relevant subject from a recognized University / Institute</p> <p>2. Computer proficiency and communication (written / oral) proficiency.</p> <p>3. Excellent in writing and speaking English, Working knowledge of Gujarati And Hindi.</p> <p>4. Candidate having good soft skills &amp; administrative abilities. Candidate should have basic exposure towards research, innovation &amp; entrepreneurial activities related with academia or any other ecosystem.</p> <p>5. Candidate with prior experience in field of project management, Innovation, IPR, Product design &amp; working with sound knowledge in Intellectual Property Right (IPR) and allied domains will be given preference. Additional certifications in any of the above domain will be given weightage.</p> <p><b>Desirable:</b></p> <p>(i) PG Diploma in IPR from any recognized University.</p> <p>(ii) Ph.D. or equivalent in appropriate discipline.</p> <p>(iii) Patents applied/Published/Granted.</p>
5	Job Profile	<p>1) Relevant experience related to IPR in industry or academia</p> <p>2) Additional training / exposure/certification in IPR domain</p> <p>3) Certificate/ diploma in IPR and Patent Law from recognized organization</p>

**For GIC-GISC**