

University of Mumbai



Advertisement No.UoM/Estab.I/08/2018

Applications are invited from eligible candidates in the prescribed form for the post of **Chief Executive Officer for Incubation Centre** on the establishment of University of Mumbai on a consolidated salary of Rs.1,00,000/- p.m.. The initial period of appointment will be 3 years on contractual basis extensible on mutual consent. The post is open, however, the candidates belonging to any other category can also apply.

Qualifications & Experience: The candidate must hold Engineering Degree and Master degree in Management or its equivalent from a recognized Institution. He/she should be a seasoned Techno-Commercial person. The management experience in industry or in the public sector would be an added advantage. He/she must have a minimum of 5 years of experience at a senior level in the management of start-up eco-system or must have first-hand experience in establishing and running the start-up eco-system.

He/she must have previous experience of leading and mentoring successful start-up eco-system OR leading an entrepreneurial and ambitious organization with demonstrable success.

Nature of appointment : The initial period of appointment will be for 3 years on contractual basis extendable on mutual consent.

Instructions to the candidates

- 1) The application will be accepted from **5th December, 2018 to 19th December, 2018.**
The applications received after the last date mentioned above will not be entertained.
- 2) Knowledge of Marathi is essential.
- 3) The prescribed application form may be downloaded from the University **website** www.mu.ac.in.
- 4) The application should be submitted with a self attested photograph affixed on it.
- 5) Application form should be accompanied with self-attested copies of the following documents :-
 - a. Documents related to educational qualifications, such as Degree/Diploma certificates, statement of marks, other certificates of relevant examinations and any other certificates relating to the educational qualifications.
 - b. Certificate relating to the management experience in industry or in the public sector . Certificate of 5 years of experience at a senior level in the management of incubators or a first-hand experience in establishing and running the Innovation/ incubation Centre.
 - c. Birth/SSC certificate or other government document as a proof of date of birth.
 - d. Certificate from the employer stating the pay and allowances drawn at present.
 - e. Testimonials.
- 6) If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidates and the same may be sent with the applications.
- 7) Any change in address given in column 2 of the application form should at once be communicated to the Registrar, (Establishment Section I/III), University of Mumbai, Fort, Mumbai- 400 032.
- 8) Incomplete applications will not be considered/entertained and is liable to be rejected.
- 9) Candidates are advised to satisfy themselves before applying that they possess prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
- 10) Candidates called for interview will have to be present themselves at their own cost.

- 11) Application in the prescribed form (Five copies) together with attested copies of certificate/s should be sent in an envelope superscripted “Application for the post of **“Chief Executive Officer for Incubation Centre”**, between the dates mentioned above to the Registrar, University of Mumbai, Room No.25, Fort, Mumbai– 400 032 **so as to reach the same before 5.30 p.m. on 19th December, 2018.**
- 12) Applicants belonging to reserved category should submit Demand Draft of Rs.250/- and the applicants of open category should submit Demand Draft of Rs.500/- as the cost towards processing fee for the post, drawn in favour of "The Finance and Accounts Officer, University of Mumbai" payable at Mumbai.
- 13) On verification, if it is found that the information received from an applicant is faulty and or is based on faulty certificates will be liable for legal action and the selection will be immediately cancelled.
- 14) Candidates already in the service shall submit their applications through proper channel.
- 15) Canvassing directly or indirectly will be a disqualification.
- 16) Applications with incomplete information, erased/wrong information, in respect of educational qualifications, experience, age, caste certificate attestation etc. and without processing fee will not be considered/entertained and liable to be rejected. No correspondence in this respect will be made.
- 17) University will not be responsible for the applications misplaced or lost or delayed by the Postal department.

Mumbai- 400 032

Date : 5th December, 2018

I/c Registrar.



UNIVERSITY OF MUMBAI
Fort, Mumbai - 400 032.

Advertisement No.UoM/Estab.I/08/2018

Dated : 5th December, 2018

D.D. to be enclosed for Open Category Rs.500 and Reserved Category Rs.250

D.D. No. _____ dated _____

Name of the Bank and Branch : _____

Affix
 passport
 size
 photo

To,
 The Registrar,
 University of Mumbai,
 Fort, Mumbai - 400 032.

Sub :- Application for the post of Chief Executive Officer for Incubation Centre

Please [√] wherever applicable

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname																		
	First name																		
	Middle name																		

2.

Current postal address (in BLOCK letters)																			
Email ID																			
Mobile No.																			
Tel. No.																			

3.

	D	D	M	M	Y	Y	Y	Y											
Date of Birth																			
Age (as on date)			Years				Months				Days								
Birth Place																			
Nationality																			
Male/Female																			
Married/Unmarried																			

4.

Caste category	S.C.	S.T.	D.T.(A)	N.T.			S.B.C.	O.B.C.	OPEN
				B	C	D			

5. Post applied under which category (Open/Reserved) : _____

6.

Educational Qualifications					
Examination	University/ Board	Month and Year of Passing	Subject	Percentage of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post- Graduate					
Doctor's Degree					
Any other qualification					

7.

Teaching/Technical/Professional Administrative Experience				
Institution/ Organization	Year	Position Held	Nature of Appointment	Period of appointment with dates

8. Qualifications and experience, related to Management of start-up eco-system.

9. Patents and Technology Transfer, if any

10. (a) Present position : _____

(b) Name of Institution/ Organization where employed : _____

(c) Salary : _____

Pay Rs. _____ in the pay-scale (pay band) of

Rs. _____

D.A. Rs. _____

H.R.A. Rs. _____

C.L.A. Rs. _____

Other Rs. _____

Allowances, if any _____

Total Rs. _____

(d) Date of appointment : _____

(e) Date of next increment : _____

(f) Attach Last Pay Certificate, if any

11. Names of persons who have given testimonials.

1) _____

2) _____

12. Names and addresses of not more than three persons to whom references may be made

1) _____

2) _____

3) _____

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

Place :

Date :

(Signature of candidate)
(Please turn over for "Instructions to candidates")

INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications **through proper channel**.
2. Candidates should send a self **attested copies** with their applications of the degree or diploma certificates and statements of marks and other certificates in support of their educational qualifications and experience; and of the Matriculation or equivalent certificates in support of their age.
3. Candidates should also attach copies of the following documents with their applications:-
 - (a) Caste certificate from the competent authority if the candidate belongs to Scheduled Caste/Scheduled Tribe/Denotified Tribe/Nomadic Tribe.
 - (b) Certificate from the employer stating the pay and allowances drawn at present.
 - (c) Testimonials.
4. If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidates and the same may be sent with the applications.
5. Every application should be sent **in five copies** together with all enclosures.
6. Applications should be sent to the Registrar, (Establishment Section), University of Mumbai, Room No.25, Fort, Mumbai-400 032, so as to reach him on or before the last date prescribed.
7. Any change in address given in column 2 of the application form should at once be communicated to the Registrar, (Establishment Section), University of Mumbai, Fort, Mumbai- 400 032.
8. Incomplete applications will not be considered.
9. Candidates are advised to satisfy themselves before applying that they possess prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
10. Candidates called for interview will have to present themselves at their own expenses.
11. Canvassing direct or indirect, will be treated a disqualification.

Check list for the candidates (to be attached to the application)

Please [] wherever applicable

- 1) Application duly completed :Yes/No
- 2) Self attested photograph affixed on the application : Yes/No
- 3) Application signed : Yes/No
- 4) An attested copy of each of the following certificate is attached.
 - a) Date of Birth/Age Certificate
 - b) Caste Certificate and Caste validity certificate
 - c) Physically handicapped certificate, if applicable
 - d) Educational qualification documents
 - e) Experience certificate.
 - f) Last Pay Certificate
 - g) Any other certificate.