DATTA MEGHE INSTITUTE OF HIGHER EDUCATION AND RESEARCH

DEEMED TO BE UNIVERSITY) Sawangi (Meghe), Wardha- 442107, Maharashtra, India.

(Wardha- 70 km from Nagpur, Maharashtra)

Designation of the post	Chief Executive Officer (One Post) for BioNEST, DMIHER Wardha
Salary	Best in the Industry
Eligibility Criteria – Qualification and Experience	
(a) Essential Qualification	A first-class M. Tech degree with Ph.D. degree in Biomedical/Mechanical/ Biotechnology/ Life Science or equivalent.
Essential Work Experience-	An individual with an impeccable track record having a minimum of 3-5 years of managerial experience to work in a start-up as a key person (Founder/ Co-founder/ CEO/ manager/ VP, etc.) or in the industry/R&D/Start-ups/technology-based business incubator.
(b) Desired Qualification	Post-Doctoral Experience as Project Research Scientist in NIRF ranked Research Institute/ University/ CSIR Lab
Work Experience - Desirable	• **Preferred Experience**: 5-7 years of experience, with a significant portion spent in leadership roles within incubators, accelerators, or similar environments. • Experience in biotech/biomedical start-up in the lead role. • Experience in establishing collaboration with eminent institutes/industries/ research labs/start-ups/ individual researchers/ Innovators. • Proven track record in the publication of SCI/SCIE index articles • Must have experience working on funded project at the senior level • Experience in securing funding and proposal writing. • Experience in undertaking Consultation work. • Experienced in conducting pre-clinical/ clinical trials. • Experience in regulatory pathway procedure. • Experience in ISO requirements.
Job Description	The CEO will be entrusted with the following responsibilities: (i) To help DMIHER Coordinator and PI of the project to establish the BioNest at DMIHER and Manage the same in a sustainable and growth-oriented manner in terms of increasing the profile, diversity, and competence of incubated start-up ventures (ii) The CEO will be responsible for the operation of the incubator, that is, planning its strategic growth through various programs, creating progress and impact matrix, and planning for strategic collaborations with other ecosystems. Create a plan to make BioNEST DMIHER a self-sustainable incubator. (iii) Create plans/programs according to the potential of the start-ups (early-stage or mature), assist them writing business plans, keep track of the Incubation process/stage; analyze financial statements, forecast sand funding requirements for helping the incubates prepare funding proposals. (iv) The CEO will be responsible for developing the mentor network (Technical, financial, and marketing) for the Incubator and working with them to make the Incubated venture successful. (v) The CEO will be responsible for developing assisting platforms within the incubator like legal, patent, financial service etc. for helping the incubates/start-ups.

	(vi)	Supervise the organization seminars, hackathons, trainings, workshops, and sensitization programs for the Faculty, Students, startups & industry.
	(vii)	Assist the Coordinator and PI of the BioNEST DMIHER project in preparing various reports and other work, if any, in connection with the incubation facilities, as directed by the Coordinator and PI of the BioNEST DMIHERI project.
	(viii)	Liaison with the different departments of the Institute, Industry, Startups, and other organizations.
	(ix)	Attracting and ensuring business for optimal utilization and sustainability of the facility.
	(x)	Manage the day-to-day operations of the BioNest.
	(xi)	Comply with all regulatory compliance.
	(xii)	Cultivate, build, and maintain strong working relationships with startups, entrepreneurs, mentors, institutes, industry experts, associations, chambers of commerce and industries, and state and Central govt. Agencies and angel investors.
	(xiii)	Develop and leverage industry, academics, investors, and institutional networks for the benefit of the incubator. Develop and manage a network of entrepreneurs, start-ups, mentors, institutions, funding agencies, investors, and industries.
	(xiv)	Ensure the development of appropriate marketing material to promote incubated companies.
	(xv)	Contribute to the conceptualization and execution of technical workshops. Assist in planning and organizing events for entrepreneurs, start-ups, budding entrepreneurs, etc.
	(xvi)	Organise events to facilitate collaborations, technology tie-ups, and business development.
	(xvii)	Connect with entrepreneurs and innovators, understand their needs, match them to various resource persons/ facilities, etc. Helping entrepreneurs with proposals/ pitches/ business plans and fundraising. Create a pipeline of potential and signed-up incubatees for the bio-incubator. Any other activities are necessary to support and strengthen the requirements of the bio incubation mentoring activities.
	(xviii)	The CEO will comply with any job assigned by the Board of Directors
	(xix)	Develop and implement a system to track the performance and impact of the incubator and its startups.

Designation of the post	Manager (One Post) for BioNEST, DMIHER Wardha
Salary	Best in the Industry
Eligibility Criteria – Qualification and Experience	
(a) Essential Qualification	A first-class M.Sc./M. Tech degree in Biotechnology / Life Science or equivalent with an MBA from a recognized Institution/university.
Essential Work Experience-	An individual with an impeccable track record having a minimum of 3-5 years of managerial experience in the industry/R&D/Start-ups/technology-based business incubator.
(b) Desired Qualification	PHD
Work Experience - Desirable	3-5 years of relevant work experience in the startup ecosystem, business development, or program management.

Job Description	The Manager will be entrusted with the following responsibilities:
	• **Support Project Leadership**
	  • Assist the DMIHER Coordinator, Principal Investigator (PI), and CEO in establishing and managing the BioNest at DMIHER, ensuring its sustainable growth and increasing the diversity and competence of incubated startups.
	• **Program Design and Management**
	  • Manage incubation programs, including startup selection, onboarding, and ongoing support processes.
	• **Training and Skill Development**
	  • Organize training sessions, workshops, and events to enhance the skills and knowledge of incubated startups.
	• **Startup Support**
	  • Provide continuous support to startups in business development, funding, marketing, and operations.
	• **Progress Monitoring**
	  • Track the progress of startups and offer guidance to ensure they meet their milestones and objectives.
	• **Mentorship Network**
	  • Build and maintain a network of mentors, industry experts, and advisors to support startups.
	• **Mentorship Sessions**
	  • Facilitate regular mentor sessions, ensuring startups receive necessary technical and business mentorship.
	• **Resource Mobilization**
	  • Identify and secure resources such as funding opportunities, grants, and partnerships for the incubator and its startups.
	• **Investor Preparation**
	  • Assist startups in preparing for investor pitches and connect them with potential investors and funding sources.
	• **Partnership Development**
	  • Foster relationships with industry partners, academic institutions, research organizations, and government bodies.
	• **External Collaboration**
	  • Collaborate with stakeholders to create opportunities for startups, such as joint research projects and industry challenges.
	• **Facility Management**
	  • Oversee the maintenance and management of incubator facilities, including labs, coworking spaces, and meeting rooms.

- **Equipment and Resources**
  - Ensure the availability of necessary equipment and resources for startups.
- **Policy Implementation**
  - Implement and monitor adherence to incubator policies, procedures, and code of conduct.
- **Legal and Regulatory Compliance**
  - Ensure compliance with legal and regulatory requirements, including IP management and contractual obligations.
- **Reporting**
  - Prepare regular reports and presentations for the board of advisors and other stakeholders on incubator progress and outcomes.
- **Marketing and Outreach**
  - Promote the incubator and its programs to attract high-potential startups and entrepreneurs.
- **Online Presence Management**
  - Manage the incubator's website, social media, and marketing materials.
- **Community Building**
  - Create a collaborative community by organizing networking events, social activities, and knowledge-sharing sessions.
- **Customized Support Plans**
  - Develop support plans based on startup stages, assist in writing business plans, track incubation progress, analyze financial statements, forecast funding needs, and help prepare funding proposals.
- **Support Platforms Management**
  - Manage support platforms within the incubator, such as legal, patent, and financial services, to assist startups.
- **Equipment Management**
  - Manage equipment and research facilities.
- **Mentor and Technology Inventory**
  - Prepare an inventory of mentors, their expertise, and available translatable technologies for startups.
- **Event Organization**
  - Organize seminars, hackathons, training sessions, workshops, and sensitization programs for faculty, students, startups, and industry.
- **Report Preparation Assistance**
  - Assist the Coordinator and PI in preparing reports and other tasks related to the incubation facilities, as directed.
- **User Charges Implementation**
  - Implement user charges for centralized equipment in coordination with stakeholders to build a corpus for the self-sustenance of facilities.
- **Facility Utilization and Sustainability**
  - Attract and ensure business for optimal utilization and sustainability of the facility.
- **Daily Operations Management**
  - Manage the day-to-day operations of BioNest.
- **Collaboration Events**
  - Organize events to facilitate collaborations, technology tie-ups, and business development.
- **Entrepreneur Support**
  - Connect with entrepreneurs and innovators, understand their needs, match them to resources, assist with proposals and fundraising, and create a pipeline of potential and signed-up incubatees.
- **Additional Duties**

	• Comply with any additional tasks assigned by the Board of Directors and CEO.

Position	**YOUNG PROFESSIONAL** (Technical Supporting Staff)
Number of Position(s)	**01**
Tenure of Post	Initially for a period of 1 years (Renewable based on annual performance)
Job Description	Act as the point of contact among executives, employees, clients and other external partners Provide step-by-step technical assistance and guidance to innovator, researcher, entrepreneur Diagnose and troubleshoot hardware, software, and network issues. Perform regular maintenance and updates on hardware and software systems. Work closely with other technical teams, developers, and engineers to resolve complex issues. Create and maintain detailed documentation of support activities, including problem resolution and troubleshooting steps. Develop and update user manuals, technical guides, and FAQs. Manage information flow in a timely and accurate manner Rack daily expenses and prepare weekly, monthly or quarterly reports Oversee the performance of other clerical staff Take minutes during meetings Organize and maintain the office filing system
Essential Qualification	M. Tech from a recognized university with at least 55% marks in qualifying degree
Essential Profile	• Proven experience of at least 2-4 years as a Technical supporting staff or other similar position in the first 100 NIRF ranking institute/industries/ CSIR Lab/Pre-Incubation or incubation center. • Proven experience in a technical support role or a similar position. • Familiarity with common software applications and tools. • Excellent MS Office knowledge • Willingness to adapt to changing technologies and learn new skills as needed. • Outstanding organizational and time management skills • Proficiency in creating and maintaining detailed documentation of support activities and technical procedures. • Ability to work effectively within a team and collaborate with other technical staff and departments. • Capability to use various resources and tools to resolve problems. • Familiarity with office gadgets and applications (e.g. e-calendars and copy machines) • Excellent verbal and written communications skills • Discretion and confidentiality
Age limit	Preferably less than 35 years
Salary	As per the Project Budget
Nature of Vacancy	Project-based
Method of Recruitment	Online / Offline