



INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

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16th May 2025

**ADVERTISEMENT FOR THE POST OF ‘CHIEF EXECUTIVE OFFICER -
INNOVATION, INCUBATION AND ENTREPRENEURSHIP’ (ON CONTRACT BASIS)**

About IIM Mumbai

IIM Mumbai erstwhile NITIE (National Institute of Industrial Engineering) was established by the Government of India in 1963 with the assistance of the United Nations Development Programme (UNDP) and the International Labor Organization (ILO). IIM Mumbai has been consistently ranked among the top B-schools in India. IIM Mumbai is ranked 7th in the National Institutional Ranking Framework (NIRF) rankings for 2023 among Management Institutes across India. IIM Mumbai is committed to creating skilled professionals in diverse functional areas like Operations Management, Analytics, Finance, Marketing, Project Management, HR, Information Technology, and Sustainability Management.

Located in the Financial Capital of the country, IIM Mumbai has close interactions with the leading corporate houses, giving it the added advantage of integrating classroom knowledge with relevant practical inputs from industry professionals. IIM Mumbai's picturesque campus is surrounded on three sides by lakes. The lush greenery at the campus has earned it the moniker "God's Own Campus".

About AIC-NIFIE (an IIM Mumbai Incubator)

AIC – NIFIE is an umbrella organization at IIM Mumbai for fostering entrepreneurship and nurturing tech start-ups. It administers a business incubator which provides ‘start to scale’ support for technology-based entrepreneurship and facilitates the conversion of research activity into entrepreneurial ventures.

AIC – NIFIE is a Section 8 of Companies Act 2013, the main objective is to nurture start-ups focusing on economic growth, strategic value and social relevance. In addition to IIM Mumbai, AIC – NIFIE is supported by Atal Incubation Centre, NITI Ayog, Govt. of India.

AIC-NIFIE is inviting applications for the position of **CEO – Innovation, Incubation and Entrepreneurship**. The minimum qualification, experience and other general terms and conditions are given hereunder:

Number of positions: 01

Chief Executive Officer – Innovation, Incubation and Entrepreneurship at IIM Mumbai (on Contract basis) reports to the board of directors and shall be responsible for rendering advice on all matters related to smooth functioning of the cell.

The **CEO** is the prime interface between budding entrepreneurs and the Incubation Center. 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.

CEO – Innovation, Incubation & Entrepreneurship

Job Title	Chief Executive Officer (CEO) – Innovation, Incubation and Entrepreneurship
Location of posting	Mumbai, Maharashtra
Number of posts	1 (One)
Nature of post	The vacancy is to be filled on a fixed term basis for one year; however, it is extendable further subject to satisfactory performance and requirement at the Incubation Centre, for 2 (two) years.
Remuneration	Rs 1,75,000/- to Rs 2,00,000/- per Month
Process	Shortlisted candidates will be contacted for interviews
Role description	The candidate will be required to take charge of the field operations and work towards crafting a long-term strategy for the incubation center. This multi-disciplinary role demands the candidate to look after the field's strategic, operational, sustenance and growth-related aspects. CEO will work with multiple stakeholders of the Incubation center, including but not limited to the faculty, students, staff, Government, and startups.
Last date of Apply	06 th June 2025

Eligibility Criteria

Education	Candidates must have BSc./BTech/MTech/ MBA/ PGDM/Equivalent Bachelor's or Masters's degree in Management/ Finance/ Marketing/ Agri-Marketing/ Agri Economics/ Economics/ Technology/ Technology Commercialization/ Entrepreneurship from a recognized institute with First class marks / grades.
Experience	Candidates must have relevant experience of at least 10 years in incubation centers, technology commercialization, and Government projects will be highly preferred.
Age limit	Not more than 45 years as of the last date of submission of the application
Other requirements	<ol style="list-style-type: none">1) Good knowledge of Computer applications (word processing, spreadsheet, presentation software etc. and OS like Windows/ Linux) and other additional required software skills used in office.2) A strong command of the English language and proficiency in Hindi is required. Good communication skills in Marathi will be preferred.3) Applicants are expected to be well-versed in conceptualizing, compiling, and putting together papers, presentations, techno-legal/ commercial documents, proposals, etc.

Preference will be given to candidates having experience of being an entrepreneur and having worked with various agencies in government / corporates.

***Other Benefits:-**

- Out-of-Campus allowance - Employee not allotted an Institute quarter will be eligible for out of campus allowance of Rs. 12000, on submission of appropriate declaration to the effect.
- Annual Increment-Admissible as per extant Institute norms.
- Health Insurance-Health insurance premium up to Rs. 10,000/- for a family of up to four (self, spouse and two dependent children), would be reimbursed to the full-time employee on a yearly basis.
- Leave Benefit: A full-time temporary employees will be eligible for 30 days of Earned Leave and 8 days of Casual Leave in a year, on a pro-rata basis. Unused earned leave may be encashed at the end of the employment.

GENERAL CONDITIONS:

1. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
2. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five hundred Ninety only).
3. Candidates belonging to SC, ST and PWD are exempted from paying the applications fee.
4. The selected candidate will be appointed on a fixed-term contract, subject to satisfactory performance, reviewed annually. Performance will also be evaluated after three months of joining, and continuation in the role will depend on meeting performance benchmarks.
5. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
6. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of interview along with one set of photocopies of these documents.
7. Selection Process- Through Interview, which may be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
8. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
9. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
10. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
11. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
12. Based on the number and quality of applications received the Institute may decide to conduct a written test and/ or skill test and /or interview and /or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute.
13. Candidate who wish to apply for more than one position are advised to submit a separate application for each position and pay the relevant application fees (non-refundable).
14. The decision of IIM Mumbai would be final and binding to the candidates.
15. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
16. The Institute also reserves the right not to fill the post, if it so desires.

17. Incomplete application without proper supporting documents will be summarily rejected.
18. The number of posts may be increased or decreased as per need of the Institute.
19. Candidates who are not found suitable for the position may be considered for a lower position, on a lower pay scale, or an appropriate consolidated salary.
20. No interim correspondence will be entertained.
21. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
22. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.
23. No request towards extension of tenure exceeding total period of 4 Years will be entertained.
24. Candidates belonging to NC OBC, SC/ST, and PwD categories need to produce valid Caste/ Category certificate(s) in support of their reservation category. For the purpose of being considered for reservations, the applicable Central Government list as on the last date of application shall be binding and the candidates are required to upload the valid documents signed by the competent authority to ascertain the eligibility status to apply under the reserved category (NC-OBC/SC/ST/PwD). No request of change in the category applied for will be entertained in any case.
25. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., www.iimmumbai.ac.in.
26. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
27. For any technical assistance please contact on disc.website@iimmumbai.ac.in
28. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
29. Incomplete applications will not be considered.
30. Selected candidates may be hired through an outsourcing agency empaneled by this Institute.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following <https://iimmumbai.ac.in/careers> on or before 06 June 2025 1700 Hrs.

No other mode of application will be entertained.

Sd/-

Chief Administrative Officer