

# SPPU RESEARCH PARK FOUNDATION

## (SPPU RPF)

Opposite Health Centre, Savitribai Phule Pune University Campus Ganeshkhind,  
Pune- 411007.

Website: <https://sppu-rpf.in/>

E mail: jobs.sppurpf@gmail.com

**Advt No. /SPPU RPF/2023-2024/001**

## **Recruitment for the following Posts**

**SPPU Research Park Foundation**, a section 8 Company registered under Companies Act, 2013, having its registered office address at Opposite Health Centre, Savitribai Phule Pune University Campus Ganeshkhind, Pune- 411007. Its incubation centre has received funding from MSInS and Seed Fund from Startup India Seed Fund Scheme (SISFS).

**SPPU Research Park Foundation** invites applications for the following post **Purely on temporary basis for 2 years.**

Post Sr. No.	Name of the Post	No of Post	Qualification & Experience	Salary
1.	<b>Deputy CEO</b> <b>Job Role:</b> The Deputy CEO will be reporting to CEO and in consultation shall lead all day to day functioning of the Incubation centre, overseeing the entire operation of incubation centre. Among the job responsibilities are: <ol style="list-style-type: none"><li>1. Evaluation of applications for incubation, seed fund grant etc.</li><li>2. Tracking all financial activities, financial reporting etc..</li><li>3. Liaison with funding agencies and compliance therewith.</li><li>4. Conducting inspirational event.</li><li>5. Connect with startup ecosystem</li><li>6. Preparation of presentation documents, proposals etc.</li><li>7. Drafting new proposal to Govt., corporates for new startup related schemes and programs.</li></ol>	1	Post Graduation in any stream preferably Master in Technology / Engineering/Business Management with 10-15 years of work experience and 5 years leadership role. Exposure to startup ecosystem is desirable.	1,25,000/-pm

2.	<b><u>Admin &amp; Information Officer</u></b> <b>Job Role:</b> Will Provide all administrative support and coordination for promotion and coordination for successful execution of activities of the incubation centre such as Ideation competitions, Hackathons, Incubation and EDP etc. 1. Actively participate in events, seminars and workshops for building and sharing knowledge. 2. Preparation of reports. 3. Correspondence of funding agencies etc. 4. Liaising with startups and incubators. 5. Coordinate training programs (Cohort/EDP) ensure no administrative laps. 6. Administratively coordinate with the startups and ensuring timely documentation and execution of agreement as per SOP. 7. Maintaining and updating startup progress data.	1	A Graduate in any stream with good communication skills, 3+ years' experience of working as a Administrative Officer, or other similar position.  Strong computer literacy, including ability to use word-processing, spreadsheet.	55,000/-pm
3.	<b><u>Innovation officer</u></b> <b>Job Role:</b> Will the process of innovation, as well as being originator of new ideas and recognizer of innovative ideas generated by other people. 1. Expected to be well versed with conceptualizing, compiling and putting together papers and presentations, documents, proposals etc. 2. Handle startup Communications, assist startup for fund raising through different platforms. 3. Makers Lab operation. 4. Connectivity with various University departments. 5. Carrying out various ideation and innovation events. 6. Research patenting, IP Monetization & Tech transfer Connect University with Industry.	1	A Graduate in any stream At least 2-3 years of relevant experience in a related position in development sector or for- profit sector. Track record of delivering change within an organization	45,000/-pm
4.	<b><u>Accounts &amp; Finance Assistance</u></b> <b>Job Role:</b> Will perform all finance related work, funding agencies compliances regarding finance with startups & funding agencies, financial report preparation, UC etc.	1	B. Com. Knowledge of Tally, Accountancy and book keeping & MS office.	25,000/-pm

## **Important Guideline & Instructions for applications**

- 1) **HOW TO APPLY :** Application sent **by email** - [jobs.sppurpf@gmail.com](mailto:jobs.sppurpf@gmail.com), in the prescribed format duly filled along with self-attested photocopies of all the certificates educational qualifications, work experience, detail of the exam passed (SSC onwards mark sheets), if any other relevant documents with detail of **“Application for the post of -----(Post serial Number) with above details on or before 19<sup>th</sup> May 2023.**
- 2) Application received after due date will not be considered. The application which is incomplete, without documents and/or not in the prescribed format will be strictly rejected. Candidate are required to fill up all the information in the Column of the prescribed format.
- 3) **List of shortlisted candidate for interview selection process with details of date of time will be put up on the SPPU RPF website.**
- 4) The selected candidate at the time of joining must bring all the original and self-attested
- 5) The CEO, SPPU Research Park Foundation reserved the rights to enhance/reduce the number of posts and also cancel the recruitment process.
- 6) The above advertisement position are filled up purely on temporary basis.

Dr. Arvind Shaligram  
CEO, SPPU RPF

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## Application Format

To,  
The CEO,  
SPPU Research Park Foundation,  
Savitribai Phule Pune University,  
Pune 411 007

Latest Photo

**Subject:** Application for the post of \_\_\_\_\_ & post Sr. No. \_\_\_\_

Sir,

I, hereby, submitting my application for the post mentioned above, with the following details:

1. Name in Full (in Capital Letters) \_\_\_\_\_

2. Postal Address in full: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. with STD code: \_\_\_\_\_

Mobile No. : \_\_\_\_\_

e-mail ID : \_\_\_\_\_

3. Language known: \_\_\_\_\_

4. Date of Birth:

5. Age:

6. Sex:

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7. Nationality: \_\_\_\_\_

**8. Educational Qualification:**

Exam	University/Board	Year of Passing	Subject	Percentage	Class/Grade

**9. Professional Experience:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**10. Achievements:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**11. Statement of Purpose:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Declaration:**

I, hereby declared that all information submitted in this application and in its accompaniments is true, complete and correct to the best of my knowledge and belief. I accept that in the event of any information being found false, incomplete or incorrect, my candidature appointment is liable to be cancelled/terminated at any stage. I have read carefully all instructions given in this advertisement No. SPPU RPF/2023-2024/ 001.

Place:

Date:

Name:

Signature: