



**SARDAR PATEL STARTUP & ENTREPRENEURSHIP COUNCIL
(SPSEC)**

CIN: U80902GJ2021NPL121082

RO Address: Registrar Sardar Patel University, Nr. Bus Stand, Beside Shastri Maidan,
VallabhVidyanagar-388120, ANAND, GUJARAT INDIA

Email:registrar_spu@spuvvn.edu and Contact No: +91 9925016096

**SARDAR PATEL STARTUP & ENTREPRENEURSHIP COUNCIL (SPSEC),
VALLABH VIDYANAGAR**

(A Section – 8 Company of Sardar Patel University)

CIN: U80902GJ2021NPL121082

**RO Address: Registrar Sardar Patel University, Nr. Bus Stand, Beside Shastri
Maidan, VallabhVidyanagar-388120, Anand, Gujarat, INDIA**

Notification No. 2/2024

*******APPLICATION INVITED/JOB OPPORTUNITY/WE ARE HIRING*******

The Sardar Patel Startup & Entrepreneurship Council (SPSEC), Vallabh Vidyanagar – 388 120, invites applications for the post of **Senior Manager** on a purely temporary contractual basis.

The Application Form and all supporting documents (Marksheets, Certificates, etc) should be sent per the application form instructions.

For Educational Qualifications, Eligibility Requirements, Application Forms, and other details please visit the website www.spuvvn.edu/careers/

The last date to submit a Hard Copy of the application is 20/07/2024.

No.: SPSEC/6357299412

Vallabh Vidyanagar

Date: 06/07/2024

Director-SPSEC



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Eligibility Requirement

Name of Post: Senior Manager

Number of Posts – One

Educational Qualification: Graduate in Engineering or Post-Graduate in Economics, Commerce, or related subjects, Good academic standing is preferred; Post-Graduation in other subjects is also welcome, MBA (Finance, Entrepreneurship, or Marketing specialization), is preferred.

Experience: 1) Must have worked in reputed incubators/accelerators performing similar tasks.
2) Experience with academic incubators attached to educational institutions is preferable.
3) Experience in administering programs and grants from **Mainly corporate CSR**, and government sources such as state governments, etc.
4) Must have experience in handling commercial management processes.
5) Total experience of 10 or more years, with at least five years' experience in the Innovation and Startup ecosystem.

Essential Skill & Personality:

- 1) Organization building
- 2) Program Management
- 3) People Management
- 4) Commercial orientation/Business acumen
- 5) Influencing skills
- 6) Fluent verbal communication and superior writing and presentation skills—Microsoft Office, and other tools
- 7) Analytical and critical thinking skills

Remuneration: Rs 65,000/- per month fixed.

For Office Use Only

Inward No.		SPSEC No.		Sr. No.	
Date	___/___/202___	Date	___/___/202___		
Section	SPSEC				

	Sardar Patel Startup & Entrepreneurship Council (SPSEC) (A Section – 8 Company of Sardar Patel University) RO Address: Registrar Sardar Patel University, Nr. Bus Stand, Beside Shastri Maidan, Vallabh Vidyanagar-388120, ANAND, GUJARAT INDIA CIN: U80902GJ2021NPL121082 Email: registrar_spu@spuvvn.edu and Contact No: +91 99250 16096
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Application for the post of _____ in the Sardar Patel Startup & Entrepreneurship Council (SPSEC)	Affix the 3.5 c.m x 3.5 c.m. latest Photograph
Advertisement No. SPSEC/____Dated: /____/202__	

Importance: Before filling in the form please read the form, all instructions and qualifications carefully.

INSTRUCTIONSTOAPPLICATIONS:

- (i) The candidate should submit the hardcopy of application form with all the self-attested documents To **“THE BOARD OF DIRECTORS, SARDAR PATEL STARTUP & ENTREPRENEURSHIP COUNCIL (SPSEC), 3RD FLOOR ROOM NO.: 401, CISST BUILDING, NEAR VIDYANAGAR BUS STOP, OPP. SHASTI MAIDAN MAIN GATE, VALLABH VIDYANAGAR – 388 120.”**
- (ii) Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down in the advertisement.
- (iii) Separate application is required for each post.
- (iv) No correspondence and Phone inquiry will be entertained in respect of advertisement, interview, selection and appointment, etc.
- (v) Those who are already in employment should forward their applications through proper channel.
- (vi) If any column is not applicable to the candidate, write **"Not Applicable"**
- (vii) Incomplete application shall not be considered.
- (viii) Documents attached with the Application forms must be in sequence as mentioned in application form.
- (ix) The Management of SPSEC reserves the right not to fill up any of the vacancies or reject any application and alter the number of posts in any cadre without assigning any reason.

1.	Name in full: Mr./Mrs./Ms./Dr.(In Block letters)						
	Father's/ Husband's Name						
	Mother's Name						
2.	Date of Birth						
A	Birth Place		Tal.		Dist.		State
B	Native Place		Tal.		Dist.		State
C	Race and Religion		Nationality				Mother Tongue

D	PAN Card No.	
E	AADHAR Card No.	

3. **Marital status(Please tick)** Married Unmarried Divorced Widow
 If married, full name of wife/husband _____

4. Full Name and Address for correspondence (In Block Letters)

Present	Permanent
City	City
Pin code	Pin code
Tal.	Tal.
Dist.	Dist.
State	State
Mobile No.	Mobile No.
E-Mail ID	E-Mail ID

5. Education Qualifications: Examinations passed (Self attested copies of all testimonials/Certified including Marks, Grade, Certified should be attached):

Sr. No.	Examination Passed	Principal Subject	Name of the University or Examination Body	Percentage and class	Year and Month of Passing	Encls. Page No.
1	2	3	4	5	6	7
1	S.S.C.					
2	H.S.C.					
3	U.G. (Specify Degree)			Consolidated marksheet		
4	P.G. (Specify Degree)			Consolidated marksheet		
5	M.Phil.			Notification number anddate		
6	Ph.D.			Notification number anddate		
10	Other Qualification					

6. Details of All Experience: (Post held in Private and/or Public employment giving details of work in any Industry)

Full Name and Address of the Employer where Employed	Designation and Type of work	Date of joining	Date of Leaving	Total Experience		Organization	Fulltime/Part-time/Adhoc	Basic Pay and Pay Scale or Fixed Pay	Reason for leaving Previous Employment	Encls. Page No.
				Year	Month					
1	2	3	4	5	6	7	8	9	10	11

7. Present Position

Full Name and Address of the Employer where Employed	Designation	Nature of Work	Organization type (Private/Public)	Fulltime/Part-time/Adhoc	Basic Pay or Pay Band and A.G.P. or Fixed Pay	Date of appointment	Encl. Page No.

8. Any other details to be provided relevant to the post applied:

9. AWARDS**(i) Awards–International/National**

(Relevant Documents supporting claims should been closed)

Sr. No.	Title of the award	Awarding/ Certifying Agency	Year of Award	Encls. No.

(ii) Award–State Level, if any

(Relevant Documents supporting claims should been closed)

Sr. No.	Title of the award	Awarding/ Certifying Agency	Year of Award	Encls. No.

10. Name, Address and Phone No. of not more than two persons to whom reference can be made:

No.	Name	Full Address	Phone/ Mobile No.	Email ID	Period for which he/she has known to the candidate
1					
2					

11.

1	Have you ever been arrested/prosecuted/kept in detention/convicted by a court of Law or whether any case is pending against you in a Court of Law?	Yes	
		No	
	If the answer to the above Question is “Yes” give details		
2	Have you ever been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution/ Company?	Yes	
		No	
	If the answer to the above Question is “Yes” give details		
3	Has any disciplinary action been taken against you by any University/Institute/Company where you have saved?	Yes	
		No	
	If the answer to the above Question is “Yes” give details		

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.

Place	
Date	

Signature of the Applicant

* Those who are already in employment should forward their application through proper channel

Forward with compliments to the:

**TO,
THE BOARD OF DIRECTORS,
SARDAR PATEL STARTUP & ENTREPRENEURSHIP
COUNCIL (SPSEC),
3RD FLOOR, ROOM NO. 401, CISST BUILDING,
NEAR VIDYANAGAR BUS STOP,
OPP. SHASTRI MAIDAN MAIN GATE, VALLABH
VIDYANAGAR – 388 120, ANAND.**

FOR USE OF APPLICANTS IN EMPLOYMENT

I declare that the above statements made by the applicant are correct to the best of my knowledge and belief. I have “**No Objection**” to his/her applying for the post and selected for the concerned post in your Company. He/She will be immediately relieved.

Place	
Date	

Signature of Authority	
Designation	
Office Stamp	

Note: All Copies of Marksheet / Certificates should be self-attested, List of enclosures attached by the applicant should be arranged strictly in the following order, as per applicable to candidate. Please tick(√)

Sr. No.	Details Enclosed with Application Form	√	Encl. at Page No.
1	Application form with photograph.		
2	Address Slip in one separate page only.		
3	Higher Secondary School Leaving Certificate.		
4	S.S.C./ H.S.C. all marksheets.		
5	Graduation—all marksheet and Degree Certificate.		
6	Postgraduate—all marksheets and Degree Certificate.		
7	M.Phil –Marksheet and Notification.		
8	Ph.D. Notification and Degree Certificate.		
9	Other Qualification Certificate		
10	Pan Card		
11	Aadhar Card		
12	Testimonials/Experience Certificates.		

Please fill ALL the following ADDRESS SLIPS with typing neatly only one copy of this pageshouldbesubmittedattachedwiththefirstcopyofyourformwithFullNameandPostalAddress(WithPinCode)forfurther communication.

BY Registered Post/Courier				By Registered Post/ Courier			
Name				Name			
Address				Address			
		PIN				PIN	
		Dist.				Dist.	
City				City			
Tal.				Tal.			
State				State			
Mobile No.				Mobile No.			
E-Mail				E-Mail			

BY Registered Post/Courier				By Registered Post/Courier			
Name				Name			
Address				Address			
		PIN				PIN	
		Dist.				Dist.	
City				City			
Tal.				Tal.			
State				State			
Mobile No.				Mobile No.			
E-Mail				E-Mail			