



# SARDAR PATEL STARTUP & ENTREPRENEURSHIP COUNCIL (SPSEC)

CIN: U80902GJ2021NPL121082

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

Email: [registrar\\_spu@spuvvn.edu](mailto: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

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VallabhVidyanagar-388120, Anand, Gujarat, INDIA

### Notification No. 3/2025

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

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

The last date to submit the hard copy of the application is **12<sup>th</sup> September 2025**. For More Details, please visit the website [www.spuvvn.edu/careers/](http://www.spuvvn.edu/careers/)

No.: SPSEC/2025-26/03  
VallabhVidyanagar  
Date:02/09/2025

Prof. (Dr) Sunil H. Chaki  
Director-SPSEC



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## Eligibility Requirement

**Name of Post:** Incubation Executive

**Number of Posts** – One

**Educational Qualification:** Master's degree in any discipline

**Experience:** Minimum of 5 years' experience in the startup ecosystem/incubation. Emphasis on the management experience of the SSIP portals or the government of Gujarat/India

**Essential Skill & Personality:**

1. Supporting SSIP and incubation operations.
2. Maintaining records of incubatees, beneficiaries, and funding data.
3. Managing the SSIP portal, applications, and reports.
4. Coordinating pitching sessions, meetings, and events.
5. Providing logistical and communication support

**Remuneration:** based on interview performance and approval of the competent authority

**Note:** SPSEC reserves all rights, including not filling the post if no suitable candidate is found.

Please approve the draft as per the above Education Qualification, Application form, and Advertisement.

For Office Use Only					
Inward No.		SPSEC No.		Sr. No.	
Date	___/___/202___	Date	___/___/202___		
Section	SPSEC				

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

**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.Phill.			Notification number and date		
6	Ph.D.			Notification number and date		
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/convinced 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.

<b>Place</b>	
<b>Date</b>	

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**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.

<b>Place</b>	
<b>Date</b>	

<b>Signature of Authority</b>	
<b>Designation</b>	
<b>Office Stamp</b>	

**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			