



Inviting Applications for Business Analyst for SIIF

SSCBS Innovation and Incubation Foundation (SIIF), is a Section 8 company (an incubation centre) promoted by Shaheed Sukhdev College of Business Studies (University of Delhi) and funded by the Govt. of NCT of Delhi (GNCTD).

SIIF invites applications for the position of Business Analyst of the Incubation Centre at Shaheed Sukhdev College of Business Studies (University of Delhi), Rohini, New Delhi as per the following details:

NUMBER OF POSTS:

01 (one only) - merit based

QUALIFICATIONS:

Essential:

- a) BMS/ BBA/ BBE/ BCom (Hons)/ BA (Hons) Economics/ BSc/ BTech from a recognised, accredited and reputed institute/university.
- b) High proficiency in the use of MS Office and Tally software packages.
- c) Applicants should be able to clearly demonstrate organising skills..
- d) Must be less than 30 years of age as on 31 Jan. 2020.

Desirable:

- a) Applicants preferably possess a strong command on English language with suitable proficiency in Hindi. Applicants are expected to be well suited in conceptualizing, compiling, and putting together papers, presentations, documents, proposals, etc.
- b) Location of the job is Delhi, India, and familiarity of the applicant with the city of New Delhi and surroundings will be preferred.
- c) Good communication skills, good team building skills, good listening skills are top pre-requisites.
- d) Good financial management ability, demonstrated ability to manage with financial responsibility is desired.
- e) Preference will be given to individuals having previously worked in existing incubation centres/ or at an organization playing crucial role in the incubation pipeline.

JOB DESCRIPTION:

- The analyst will work closely with the CEO and Manager in implementing the vision, strategy and business model to achieve the objectives of the Company.
- Work on initiatives for overall strategic guidance, framing procedures, guidelines, best practices etc. for co-ordination, consolidation, synergy and success of incubator(s) & incubated start-ups.
- Deploy necessary tools for tracking the growth and operations of incubation centre.
- Provide necessary assistance and support to facilitate the working of start-ups and incubatees at SIIF.



- Organize boot camps, evaluation cohorts, networking events and meetings with other incubators
- Prepare and maintain all records, presentations, reports, administrative data, financial records etc.
- Manage social media for SIIF
- Manage SIIF website with assistance from vendors/ IT team of college
- Maintain the infrastructure of incubation centre, and ensure a good upkeep at all times
- Carry out business research, preparation of business updates and handling of business meetings.
- Prepare business plans for SIIF
- Help in maintaining key relationships, engagement models and collaborate with partners during all stages; from ideation to role definition to MOU development to execution
- Work with investors, partners and agencies, CA, CS and professionals etc.
- Interacting with other incubation centres in India and abroad
- Managing relevant work assigned by the Chairperson SIIF and Board of Directors (BoD) SIIF as per need.

Note:-

The Business Analyst shall initially be appointed for a period of one year which shall be extended (based on the performance in the previous year) every year for a total of three years from the date of joining SIIF.

COMPENSATION:

CTC will be in the range of ₹3 to 3.6 lakhs p.a. fixed and consolidated including perks. (Deserving candidates may be considered towards the upper end of this band)

SELECTION PROCESS:

A shortlist of applicants will be selected by an Expert Committee from all the applications received. Shortlisted applicants shall then be invited for a personal interview by an empowered selection committee.

- Applications received by the closing date shall be screened by a duly constituted Committee. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.
- The 'screened-in' candidates shall be called for Personal Interview at the SIIF office.
- A merit list of candidates shall be created based on their performance in the personal interview, and in order of precedence in the merit list, an applicant shall be selected for the position of Manager, SIIF.
- A formal employment offer shall only be offered to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate. The selected applicant may also be given considerable time for transitions between jobs, if so necessary, as per mutually agreed terms.
- The decision of the management of SIIF shall be final in all matters related to this selection and eventual recruitment.



- Shortlisted candidates, at the time of the personal interview, must bring their original documents for verification and one set of duly self-attested photocopies of those documents.
- The name of the Applicant in the application form must be the same as mentioned in the certificate of matriculation. In case the candidate has changed his name after matriculation, the evidence to that effect should be furnished at the time of the interview.
- No TA/DA would be admissible for appearing for the interview.
- Corrigendum(s), if any, would be put up on www.siif.in and www.sscbsdu.ac.in.

GENERAL TERMS AND CONDITIONS:

- Canvassing in any form will be treated as disqualification.
- Experience in the relevant field shall be calculated after attainment of the minimum essential qualification(s).
- Mere fulfilment of qualifications and experience requirements does not entitle candidates to be called for an interview.
- In case any candidate found ineligible on any grounds after appointment, their service will be terminated immediately without assigning any reason thereof.
- The role is contractual in nature for upto 03 years subject to receipt of grant/ business sustainability.
- SIIF reserves the right to not fill this role in case a suitable candidate is not found.

HOW TO APPLY:

- Interested candidates may send their detailed CV, along with a covering letter and one latest photo to careers-SIIF@sscbsdu.ac.in within 21 days of the release of the ad in newspapers. Please mention post applied for in the subject line.
- A hardcopy of these should be sent/ delivered to Room 036, Shaheed Sukhdev College of Business Studies, KN Katju Marg, Sector 16, Rohini, Delhi - 110089 within 21 days of the release of the ad in newspapers. Please write the post applied for on the top of the envelope.
- Applicants in government roles should apply through proper channels and ensure that the hardcopies reach SIIF on or before 21 days from release of the ad in newspapers.