



**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)

**QUALIFICATIONS:**

**Essential:**

- a) Bachelor's Degree with minimum 3 years of overall experience in the Start-up Ecosystem/ consulting / NGO/ corporate sector and/or as an enabler of start-ups, Innovation and Entrepreneurship.
- b) Must be less than 40 years of age as on 31 Dec, 2021.

**Desirable:**

- a) Impeccable track record and proven delivery.
- b) Applicants must be able to clearly demonstrate entrepreneurial skills and experience as an entrepreneur or having closely worked with entrepreneurs.
- c) Applicants should be able to clearly demonstrate management and organizing skills.
- d) Technologically capable.
- e) Applicants with previous experience collaborating with government departments/ agencies/ allied organizations, demonstrable fundraising for non-profit organizations and experience in creating pool of mentors and investors shall be preferred.
- f) Applicants must preferably have a clear understanding of local, national and global start-up ecosystems and the ability to find ways to manage stakeholders for advancing the objectives of the Incubator.
- g) 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.
- h) Location of the job is Delhi, India, and familiarity of the applicant with the city of New Delhi and surroundings will be preferred.
- i) Good communication skills, good team building skills, good listening skills are top prerequisites.
- j) Good financial management ability, demonstrated ability to manage with financial responsibility, is desired.



- k) Preference will be given to individuals having previously worked in existing incubation centres/ or at an organization playing crucial role in the incubation pipeline.
- l) Proficiency in using MS Office tools, Tally and other business management softwares is desirable.

**JOB DESCRIPTION:**

**a) Requirements:**

- Manage the entire incubation centre including administration and compliance
- Preparation of various reports and presentations as and when required
- Find out strategic partners for incubation centre
- Keep the organization and stakeholders informed about developments in start-up ecosystem, regulations
- Carrying out / getting necessary business research carried out on entrepreneurship, start-ups, co-working spaces, government regulations, industry sectors
- Tracking and managing all the projects under SIIF to ensure that they are complying to SIIF stipulations, follow-ups and taking updates from project teams
- Carrying out relevant analysis / review of such projects
- Identifying relevant contacts in the industry and communicating with them on behalf of SIIF; engaging with them for SIIF/ projects under SIIF/ college visits. Includes engaging the alumni for similar activities
- Directly assisting the CEO for his presentations, analysis and other functional tasks with him from time to time
- Acting as back-up of the CEO while he is not in office due to travel / business meetings
- Assisting CEO in internal corporate governance and Board meetings
- 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.

**b) Skills:**

- Strong understanding of how to manage and run a business unit
- Very good in communication skills, including the hands-on capability to write effective emails / letters, to prepare and make presentations, and to prepare detailed financial analysis and reports through worksheets
- Good knowledge and experience in using and managing social media tools like LinkedIn, Twitter, Facebook etc. to promote SIIF and its activities.
- Must be aware on how to prepare, launch and manage website, including update of contents on at least weekly basis.



- Should be well conversed with accounting, administration and regulatory compliances especially related to an incubator/ start-up ecosystem.

**c) Nature of Ideal Candidate:**

- Must be a go-getter, self-driven individual
- Should be a team-player, with ability to understand stakeholders and their expectations
- Should be honest, high on integrity and commitment
- Must be adaptable, open to learn new concepts
- Open to travel on business, if required

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:**

Salary will be ₹45, 000 p.m. fixed and consolidated including perks.

**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 Business Analyst, SIIF.
- 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](http://www.siif.in) and [www.sscbs.du.ac.in](http://www.sscbs.du.ac.in).
- The decision of the management of SIIF shall be final in all matters related to this selection and eventual recruitment.



**GENERAL TERMS AND CONDITIONS:**

- Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for an interview.
- Experience in the relevant field shall be calculated after attainment of the minimum essential qualification(s).
- The role is contractual in nature, subject to receipt of grant/ business sustainability.
- Canvassing in any form will be treated as disqualification.
- 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 self-attested degrees and experience certificates, a covering letter and one latest photo to [careers-SIIF@sscbsdu.ac.in](mailto:careers-SIIF@sscbsdu.ac.in) ; [ceo-siif@sscbsdu.ac.in](mailto:ceo-siif@sscbsdu.ac.in) latest by 31st December 2021. Please mention post applied for in the subject line.