



**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY-
ASSOCIATION FOR INCUBATION IN SCIENCE AND
TECHNOLOGY, ODISHA, BURLA**

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Adv. No. VSSUT-ASSIST/ I D /2026

Date: 18.05.2026

Advertisement for the Post of Chief Executive Officer

VSSUT-Association for Incubation in Science and Technology (ASSIST) is the Technology and Business Incubator (TBI) at Veer Surendra Sai University of Technology (VSSUT), Burla. VSSUT-ASSIST is a not-for-profit company registered under Section 8 of the Companies Act 2013. The Incubation Centre at VSSUT, Burla, is envisioned as a high-impact innovation and entrepreneurship hub fostering technology-based startups, deep-tech ventures, and socially relevant innovations. The centre aims to build a robust startup ecosystem by leveraging academic excellence, industry partnerships, and policy support. Additionally, it aims to promote pre-incubation activity of students & faculty members of VSSUT, Burla.

VSSUT-ASSIST at VSSUT-Burla looks forward to Indian Nationals for the post of Chief Executive Officer (CEO), purely on a contract basis (on a consolidated salary). The position is a full-time engagement for a period not exceeding six months.

The application in the prescribed format along with detailed biodata and self-attested copies of certificates should reach "The Executive Director, VSSUT-ASSIST, Room No.-D-229, VSSUT Campus, Burla 768018, Sambalpur, Odisha, India" through registered/speed post on or before 18.06.2026. An advance copy of the entire application along with the enclosures as a single pdf file should be emailed before the closing date to vssut_assist@vssut.ac.in.

Chief Executive Officer

Job Description:

The CEO shall be responsible for the smooth functioning of the VSSUT-ASSIST, inculcating and nurturing the culture of entrepreneurship among the incubatees. The CEO will mobilize government funding, industry partnerships, and investor linkages, while establishing formal mechanisms for startup selection, monitoring, and evaluation. The CEO's responsibility shall include, but not be limited to:

- Overseeing day-to-day administrative and operational functions of the incubator.
- Facilitating startup incubation, mentoring, and industry linkage activities.
- Coordinating with funding agencies, government bodies, and institutional authorities, industries and investors.
- Ensuring compliance with statutory, financial, and reporting requirements.

- Supporting innovation, entrepreneurship development, and outreach programs.
- Strengthening collaboration among VSSUT, industry partners, and incubated startups.
- Educating and mentoring students, with a focus on fostering startup awareness, entrepreneurial thinking, and motivation to pursue new venture creation.
- Engaging in academic classes related to Business management if called for.

The CEO shall work in close coordination with the Board of Directors, other functional committees, and the mentors. The CEO shall serve as the strategic and operational head of the Incubation Centre and shall be responsible for driving its vision, scaling incubation programs, mobilizing resources, and establishing VSSUT as a leading innovation hub in the region. The CEO shall be responsible for liaising and collaborating for a productive and effective industry-academia partnership, ensuring all the mandatory compliances of the guidelines of NITI Aayog and for establishing the cordial relationship with all stakeholders.

Educational Qualification:

Bachelor's degree in science or engineering/technology (B.Sc./B.Sc. Engg. / B.E. / B.Tech.) with minimum 60% aggregate marks or equivalent CGPA and Master of Business Administration (MBA) or Post Graduate Diploma in Management with minimum 60% aggregate marks or equivalent CGPA from a reputed institute.

Experience:

Minimum 10 years of work experience at an Officer/Executive level or comparable experience, in entrepreneurship/startups/early investment areas. The post is of open category with no caste-based reservation.

Desirable Experience:

- Must be a visionary with in-depth knowledge of the present Indian and global start-up ecosystems and should strive towards making the VSSUT-ASSIST self-sustainable.
- Applicant is expected to be well-versed in conceptualizing, compiling, and putting together papers, presentations, techno-legal/commercial documents, proposals, etc.
- Should be proficient with the latest PFMS, GeM portal management, and financial disbursement systems and processes, and conversant in accounting procedures.
- Experience as CEO of an incubation centre for startups/entrepreneurs or in a senior position in the administration/management of a reputed enterprise engaged in technology/research management, product management, and managing investments related to start-ups.
- Proven track record of raising and grooming startups from scratch and taking them to the next level up to VC funding with national repute.

Age limit:

Not exceeding 65 years as on the date of this advertisement.

Salary:

Maximum consolidated amount of Rs. 1,00,000/- per month (including salary, accommodation, and other expenses).

General Conditions:

- VSSUT-ASSIST is an independent entity. Therefore, the Veer Surendra Sai University of Technology, Burla, shall not be liable for anything about this engagement by VSSUT-ASSIST.
 - Industry/Research experience should be in a Government, Public Enterprise, or National Laboratory. However, experience in Private Industries will be considered, provided it is incorporated under the Indian Companies Act.
 - Candidates, if currently employed in the Govt/Autonomous Bodies/PSUs service, should send their applications through the proper channel, and it is likely to be delayed; a photocopy of the application should be sent in advance, to reach on or before the prescribed last date. All such candidates are required to produce a ' No Objection Certificate' from the employer at the time of interview.
 - The envelope containing the application should be superscribed with "Application for the post of CEO, VSSUT-ASSIST, Technology and Business Incubator (TBI), VSSUT Burla".
 - VSSUT-ASSIST may make correspondence through e-mail.
 - Applicants are required to visit the VSSUT website regularly (www.vssut.ac.in) because any subsequent corrigendum/addendum, etc., shall be published on the VSSUT website only. VSSUT-ASSIST will not be responsible in any manner if a candidate fails to visit the website in time.
- All original documents will have to be produced at the time of the interview for verification.
- The appointment will be purely on a CONTRACT basis.
 - Any dispute will fall under the jurisdiction of the Sambalpur Court.

Termination:

It is a temporary position, and the CEO's service can be terminated by VSSUT-ASSIST, giving 1 month's notice. The CEO may also be relieved with one month's prior notice to VSSUT-ASSIST in writing, subject to clearing all his liabilities.



Executive Director

VSSUT-ASSIST

APPLICATION FORM

Application for the post of: _____

1. Name of the Applicant: _____

2. Father's/Husband's Name: _____

3. Nationality: _____

4. Date of Birth: _____

5. Category (SC/ST/OBC/GEN): _____

6. Gender (Male/Female): _____

7. Marital Status: _____

8. Aadhaar No. (attach copy of Aadhaar Card): _____

9. Present Address with PIN Code: _____

Advt. No.: _____

E-mail ID: _____

Phone/Mobile No.: _____

10. Particulars of Examination Passed (From Graduation Onwards):

Name of the Degree (Graduation Onwards)	Year of Passing	Board/University	Subjects/Specialization	Percentage of Marks
Graduation				

11. Details of professional training obtained, if any, during the period of service:

12. Details of experience - Starting with the Present post/Retired from:

Post Held	Name of Organization	Period		Pay Band + Grade Pay	Length of Service	Nature of Duties
		From	To			



Total length of experience in years: _____

Computer Skills: _____

If selected, what notice period is required for joining: _____

13. Any other relevant information supporting the candidature:

DECLARATION

I hereby declare that the information provided above is true and complete in all respects to the best of my knowledge and belief, and that there are no pending criminal proceedings or FIR against me. If any of the above information is found to be incorrect or the suppression of fact, then my application and selection, if any, will be invalid, and I will be liable for necessary legal action.

Date: _____

(Signature of the Applicant)

Place: _____

Name: _____

A handwritten signature in blue ink, appearing to be 'S. Kumar', written over a horizontal line.