

Terms of Reference

A) Chief Executive Officer (CEO)

The Role and Responsibilities of the CEO:

Ability to ensure realisation of the vision and mission of the NIFT Foundation For Design Innovation through development and implementation of strategies for successful accomplishment of objectives and goals, under the guidance of the Board of Directors of the S8 Company. The expected roles and responsibilities of the CEO are as below:

Managing NFDI:

- Setting up NFDI, making it fully operational.
- Building organisational structure, and recruiting right team.
- Infrastructure planning and execution.
- Networking with various stakeholders and potential entrepreneurs;
- Instituting systems for identification and incubation of potential entrepreneurs and start-ups to be supported by the NFDI
- Assessment of Business proposals for incubation;
- Development and implementation of Business strategies;
- Development and putting in place of policies and processes;
- Fund raising and deployment planning;
- Consistent revenue stream generation;
- Development of Long term Plans and Strategy.

Creating Ecosystem:

Building a comprehensive ecosystem involving various stakeholders. The CEO will contribute to creating such ecosystem for success of the start-ups and of the Business incubator. This will include:

- Creation of network of investors, bankers, technical experts, legal experts, financial experts, management experts, industry professionals etc.

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CIN- U85300DL2020NPL366844

- Management of infrastructure.
- Management of incubation services
- Development and implementation of mentoring programme for incubatees/incubatee companies.

Relationships:

- To manage relationship with funding agencies, venture capitalists, angel and other investors as potential source of funds for start-ups,
- To enable relationship of NIFT with donors, alumni, mentors, advisers and consultants.
- To manage Public relationships, build up brand of NIFT NFDI, Media relationships including social media;
- To Interface and collaborate effectively with various government agencies, ministries and other incubators;
- To manage NFDI team, relationship with its Board of Directors;
- To manage internal relationships with incubatee start-up companies;
- To interface effectively with the NIFT HO and Board of Governors on behalf of the NFDI.

Eligibility Criteria of the CEO:

- Minimum Post Graduate degree preferably in **Design/Technology/Management** with extensive experience in Business administration (minimum ten years of relevant experience) who is ready to work full time for the NFDI.
- Takes up NFDI roles and responsibilities as a challenge and an opportunity to create a new system and successful model for design incubation in the identified areas, with the potential to become a trendsetter for the country.
- Strong networking and interpersonal skills

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- Proven leadership and motivational capability
- Prior experience in facilitating business development, mentoring start-ups or undertaking strategic responsibilities in a start-up or incubation eco system.

Reporting:

The CEO will directly report to the DG, NIFT/Chairperson NFDI, Head of Executive Committee of NFDI. The CEO will also maintain relationship with NIFT HO.

Age Limit: Not more than 55 years

Salary: INR 2,50,000/- per month (Consolidated). The annual increment is to be 5 per cent per year.

Duration:

The position will be for 3 years on a contract basis, with the possibility for an extension based on the performance.

Place of work: NCR

Reservation: As per Govt. of India norms.

Age relaxation: Candidates belonging to the Scheduled Caste/Scheduled Tribe category are entitled to 5 years, 3 years for OBC applicants, and 10 years for PWD applicants of relaxation in the upper age limit as per instructions of the Government of India.

No. of Post: One

Applications, including a CV, Statement of Purpose within 500 words, and two (2) references, are to be submitted in the prescribed format to **Email:**ceo.nfdi@nift.ac.in

Applications are to be submitted in the prescribed format to-Email:ceo.nfdi@nift.ac.in

Proposed last date for submission of applications: 30.10.2026



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Full Name						
Father's Name						
Address						
Date of Birth						
Nationality						
Sex						
Married/Unmarried						
Category (General/OBC/SC/ST)						
Mobile No.						
E-mail						
Present Employment:						
Educational Qualifications (Starting from secondary education)		(Note: Self-attested copies of all the certificates/degrees are to be attached)				
Examinations		Branch /Specialization	Institute/ University	Year	% of marks Division	
Employer	Position	Exact Date to be given		Scale of pay	Nature of duties	
The current designation, name of						



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the company				
NOC from current Employer(if applicable)				
The major area of professional expertise				
Name & Address of two reference (Should be familiar with your recent work)	I			II
Name				
Occupation or Position				
Address				
Mobileno.				
E-mail address				
Statement of objectives (Attach Separate Sheet)	a) Please indicate as to why you wish to join NFDI b) How in your opinion do you meet the job requirements as advertised. c) A short paragraph about work done & experiences.			
Total years of work experience after attaining Minimum Diploma/ Degree qualifications				
Details of work experience (Year wise) starting from the most recent position (attach self-attested certificates)				

Declaration

I hereby declare that all the statements made in this application are true & complete to the best of my knowledge & belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

I have informed my employer in writing that I am applying for the post..... (in case of a candidate who is already employed) and shall produce the no objection certificate to attend the interview/Test, if called, and relieving or derat the time of joining NFDI, if selected.

Place

Signature of Candidate

Date