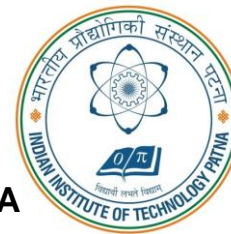




INCUBATION CENTRE

INDIAN INSTITUTE OF TECHNOLOGY, PATNA
Bihta Campus, Patna - 801103



Date: 11.06.2019

Ref: ICITP/Rect/2019/01 Dt. 15.05.2019

RECRUITMENT DRIVE FOR EXECUTIVE LEVEL POSITIONS (Temporary)

The IC IITP invites applications from Indian Nationals who are well-qualified, energetic and strongly motivated towards support roles for operations of the Incubator. The detail of the position open is as follows:

Designation	No. of positions	Educational Qualification	Consolidated salary
Executive/ Jr Executive – Accounts and Purchase	1	B.Com (Hons) with minimum of 60% marks	INR 15,000/- to INR 25,000 /- Per Month. 3% annual increment will be applicable subject to satisfactory performance. Salary will be decided based on qualification and expertise.

Job Description

The Executive- Accounts and Purchase will be responsible for maintaining financial accounting data and to carry out purchase related activities for Incubation centre in compliance with government rules and to perform any other jobs as assigned by IC administration from time to time. Key job responsibilities of the role are:

Accounts Management

- Maintain up to date accounts of Incubation Centre by timely and accurate entries of all financial transactions
- Maintain accounts audit ready and compliant to applicable rules of accounting and taxation
- Record keeping of all financial transaction related files
- Maintain payroll data; prepares and processes monthly payrolls based on payroll rules
- Timely and accurate bill payments to vendors
- Ensure that financial transactions are carried out in compliance to government rules
- Timely tax payments to the government and carrying out necessary compliance actions
- Maintenance of fund availability status
- Prepare Utilization Certificate (UC) by collecting, analyzing, and summarizing account information
- Provide accounts related reports to management as needed

Purchase:

- Carry out purchase activities for Incubation Centre including but not limited to identifying and interacting with vendors, processing tenders, receiving and processing quotations, issuing purchase orders, receiving delivery and releasing payments
- Ensure that all purchase activities are carried out according to the rules applicable to such purchases
- Maintain proper records of all purchase activities and inventory

Experience and Skill Set Requirement

Experience :

- The candidate must have a minimum of 2 years of relevant work experience in accounting and purchase with Bachelor's Degree in Commerce (Hons.) with minimum 60% marks.
- Work experience in government organization will be an added advantage

Skills required:

- Excellent skills in using accounting software such as Tally for account maintenance and reporting
- Very good skills in MS Office
- Very good verbal and written communication skills
- Should be comfortable in using English for verbal and written communication

Age: Candidates under 35 years of age as on 1 June 2019 may apply

Designation	No. of positions	Educational Qualification	Consolidated salary
Executive/ Jr. Executive – Technical	1	First class in B.Tech/ M.Tech/ M.Sc with specialization in Electronics/ Physics or any equivalent qualification.	INR 15,000/- to INR 25,000 /- Per Month. 3% annual increment will be applicable subject to satisfactory performance. Salary will be decided based on qualification and expertise.

Job Description

The Executive- Technical will be responsible for lab operations of Incubation centre. Key job responsibilities of the role are:

Operating Sophisticated machinery

- Operating / assist in operating sophisticated machinery as per operating procedures and safety precautions for design, manufacturing, testing and trouble-shooting of electronic products and systems to fulfil the requirements from beneficiaries of Incubation Centre
- Plan and carry out routine maintenance of machines to keep the lab and machines available for use at all times
- Interact with equipment suppliers and vendors to rectify equipment failures, obtain service, source consumables or parts

Technical operations

- Assist the management in anticipating the need for equipment/consumable/parts and in estimating and budgeting the cost
- Support the procurement activity by creating technical specifications, carrying out technical compliance verification of quotations/tenders, identifying potential sourcing options for technical components or consumables, performing acceptance testing of procured equipment as per specification etc
- Deliver technical services offered by Incubation centre as per set processes for such services

Others

- Lead/contribute to technical events and projects taken up by Incubation centre such as hackathons, tech fests etc
- Assist the outreach team in outreach activities, events, training programs etc
- Assist or guide incubated companies in matters related to technical implementation of their product
- Other activities as assigned by the management from time to time.

Experience and Skill Set Requirement

Experience :

- The candidate must have expertise and a minimum of 2 years of hands on experience in the area of PCB design and manufacturing AND/ OR MEMS fabrication AND/ OR hardware design, development and prototyping and/or 3D printing and mechanical packaging
- Hands on experience in Testing and Measurement instruments for electronics systems is an added advantage.

Skills required:

- Strong problem-solving skills: ability to identify and address a problem
- Practical ability: Must have hands-on ability to perform and guide design & development, fabrication, testing, design verification, compliance testing & production support.
- Interpersonal skills : Must have very good interpersonal skills as the job requires regular interaction with incubated companies, other customers, IC staff and guests
- Very good skills in MS Office
- Very good verbal and written communication skills. Should be comfortable in using English for verbal and written communication
- Computer and network administration skills will be an added advantage.

Age: Candidates under 35 years of age as on 1 June 2019 may apply

Designation	No. of Positions	Educational Qualification	Monthly Compensation
Jr Executive -Operations	1	Graduate or post graduate in any discipline with minimum of 60% marks	INR 15,000/- to INR 25,000 /- Per Month. 3% annual increment will be applicable subject to satisfactory performance. Salary will be decided based on qualification and expertise.

Job Description

The Jr Executive-Operations is responsible to carry out/assist in activities related to operations of Incubation centre. Key job responsibilities of the role are:

Operations

- Provide clerical and administrative support to IC administration
- Coordinate meetings, training, surveys etc, take minutes, prepare the draft minutes
- Manage files in an orderly and systematic fashion and track file movements
- Provide logistics support such as arranging transportation and accommodation for IC events/staff
- Prepare note-sheets, certificates, letters etc as directed by IC administration and maintain records of incoming and outgoing correspondence
- Carry correspondence to govt offices, banks etc as necessary
- Provide support to outreach activities and assist in events, programs, trainings, hackathons etc
- Perform other duties as assigned by IC administration

Experience and Skills:

- Minimum relevant work experience of 2 years. Part or whole of the work experience should be in administration in companies or startups.
- The candidate must possess
 - Very good written and verbal communication in both English and Hindi
 - Very good interpersonal skills as the role involves interaction with multiple stakeholders
- Commerce or BBA background will be an added advantage

Age: Candidates under 35 years of age as on 1 June 2019 may apply

The positions are purely temporary for a period of 1 year with provision for extension based on performance or availability of funds for the project or till completion of the project, whichever is earlier.

All candidates are required to submit/ send their resume along with copies of documents proving eligibility and experience **BY HARD COPY ONLY** via registered/ speed post to the address given below. The post applied for should be specified on the envelope.

MANAGER

Incubation Centre,
4th Floor, 6th Block
Indian Institute of Technology Patna
Amhara Road, Bihta, Patna-801103
Bihar, India

Resume should have details like **Name of the post applied**, Candidate's name, father's name, date of birth of candidate, present and permanent Address, mobile number, e-mail id, qualification including mark percentage of boards/ universities, years of relevant experience, skill set, area of expertise and other relevant information which shall suit the requirement of IC, IIT Patna.

Last date for submission of applications is Monday, 1st July, 2019.

You can visit www.iciitp.com or www.iitp.ac.in -> [incubation centre](#) for more details.

Shortlisted Candidates will be called for a test/interview. The date of test/ interview shall be intimated to the shortlisted candidates via email/ Incubation Centre website (www.iciitp.com)/ Institute website (www.iitp.ac.in → Incubation Centre).