INCUBATION CENTRE

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

IC IIT PATNA

Date: 24.07.2023

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RECRUITMENT DRIVE FOR VARIOUS POSITIONS (Temporary)

Incubation Centre IIT Patna invites applications from Indian Nationals, who are well-qualified, energetic and strongly motivated, towards management roles of the Incubator. The details of the positions open are as follows:

Designation	No. of positions	Required Qualification and Experience	Monthly Compensation
CEO	01	First class in B.Tech / MSc (Electrical/Electronics/ Mechanical / Computer Science/Biomedical/IT or equivalent) ; minimum 15 years of work experience OR First class in MBA or Equivalent (graduation in engineering or equivalent) ; minimum 12 years of work experience	INR 1,65,000/- to INR 2,00,000/- per month (consolidated). Will be decided based on qualifications and expertise 5% to 10% annual increment will be applicable subject to satisfactory performance.

Role Description

CEO will work with the management committee of the centre to implement the vision and strategy of the organization, to achieve its business objectives and to ensure long term success of the centre in a rapidly evolving startup environment. CEO is expected to

- Work with board of directors and other executives to establish short-term and long-range objectives, goals, policies and plans and align it with the vision of the centre.
- Oversee all business activities to ensure desired results inlilne with strategy and vision
- Build relations with key stakeholders and manage key government / corporate / investor relations
- Help the board to hire, train and retain adequate manpower
- Oversee centre's financial position, budgets, expenditure and with the support of the board create avenues for adequate funding for its operations.
- Ensure high visibility of centre's work in the cosystem and attract high-quality startups for investment
- Report to key stakeholders on centres performance and represent the centre in various external forums

Experience and Skills:
- Minimum work experience required is 12 years for applicants with MBA/equivalent and 15 years for other applicants.
- Part or whole of the work experience should be at senior levels in administration/management in companies / startups / incubators.
- Excellent program and people management skills
- Excellent skills in proposal writing, making presentations to high officials including departmental secretaries in Government.
- Excellent skills in budgeting, budget management, fund raising.
- Excellent written and verbal communication skills in English. Proficiency in Hindi will be an advantage
- **Candidates with work experience in startups/incubation ecosystem is preferred.**

Age: Candidates under 50 years of age as on 7th Aug 2023 may apply.

Designation	No. of positions	Required Qualification and Experience	Monthly Compensation
COO	01	First class in B.Tech / MSc (Electrical/Electronics/ Mechanical / Computer Science/Biomedical/IT or equivalent) ; minimum 14 years of work experience OR First class in MBA or Equivalent (graduation in engineering or equivalent) ; minimum 10 years of work experience	INR 1,35,000/- to INR 1,65,000/- per month (consolidated). Will be decided based on qualifications and expertise 5% to 10% annual increment will be applicable subject to satisfactory performance.

Role Description

COO will assist the CEO and management committee of the centre to execute the strategy and plan of action to achieve business objectives. COO is expected to

- Work with CEO to translate short-term and long-range objectives and goals to actionable plans and implement the same.
- Oversee all operational activities of the centre in line with the budget provided and timelines set to ensure desired results
- Manage operations in such a way that cost, quality and timeliness is optimum.
- Manage prioritisation of activities as needed
- Monitor key parameters related to operational efficiency of the centre and assist CEO/ Senior management in fine tuning the human resources, systems and processes for best performance and efficiency.
- Report to key stakeholders on centres performance in various areas of operations

Experience and Skills:
- Minimum work experience required is 10 years for applicants with MBA/equivalent and 14 years for other applicants.
- Part or whole of the work experience should be at senior levels in administration/management in companies / startups / incubators.
- Excellent team player with program and people management skills
- Excellent skills in planning, project management, team management, management of internal and external stakeholders.
- Excellent skills in budgeting, budget management.
- Excellent written and verbal communication skills in English. Proficiency in Hindi will be an advantage
- **Candidates with work experience in startups/incubation ecosystem is preferred.**

Age: Candidates under 50 years of age as on 7th Aug 2023 may apply.

Position	No. of positions	Required Qualification and Experience	Consolidated salary
Manager / Asst. Manager for Pre-incubation/ Incubation/ Programs	03	1. First class in B.Tech (Electrical/Electronics/ Mechanical / Computer Science/Biomedical/IT or equivalent) OR First class in MBA (or equivalent) 2. 6 plus years of work experience required	INR 50,000/- to INR 110,000/- per month (consolidated). Will be decided based on qualifications and expertise 5% to 10% annual increment will be applicable subject to satisfactory performance.

Role Description

Primary responsibility of Manager/ Asst Manager is to plan, execute and manage one or more programs and projects carried out by Incubation Centre IIT Patna for Incubation and innovation support related areas. The person must be motivated to achieve program goals and shall be able to initiate activities to meet the requirements of the programs with minimal support. Major role expectations are given below:

- Understand program objectives, create a plan of action and execute the same in a time bound manner
- Maintain databases of all parameters of program and its execution;
- Management of budget utilization and financial status of program
- The person shall be willing to travel as necessary for the program execution.
- Facilitate progress review meetings and mentor meetings for startups as per program requirement
- Manage day-to-day interaction with the startups, keep track of their progress and support in their ideation to market journey and investor connects.
- Manage program team, and multiple stakeholders including government
- Plan and execute outreach programs and start-up events (business plan competitions, boot camps, exhibitions etc with an aim to identify and onboard relevant start-ups.)
- Plan and operate the marketing initiatives including leaflets, posters, flyers, newsletters, e-newsletters and videos and other marketing collaterals relevant to the program
- Execute revenue generation initiatives within in the assigned area of operations

Skills:
- Excellent program planning and co-ordination skills
- Very good people management and multi stakeholder engagements
- Strong written and verbal communication skills.
- Ability to work on MS Office specifically Word and PowerPoint

Experience and Skills:
- Minimum work experience of 6 plus years. Part or whole of the work experience should be in startup administration/management in companies/startups/incubation.
- **Work experience in startups/incubation ecosystem is preferable**
- The candidate must possess
    - Very good written and verbal communication skill in both English and Hindi
    - Very good interpersonal skills as the role involves interaction with multiple stakeholders

Age: Candidates under 50 years of age as on 7th Aug 2023 may apply.

Position	No. of positions	Required Qualification and Experience	Consolidated salary
Assistant Manager-Technical	01	1. First class in M.Tech (Electrical/Electronics/ Mechanical / Computer Science/Biomedical/IT/ Engineering Physics or equivalent) 2. 6 plus years of work experience required	INR 50,000/- to INR 75,000/- per month (consolidated). Will be decided based on qualifications and expertise 5% to 10% annual increment will be applicable subject to satisfactory performance.

Role Description

Primary responsibility of Asst. Manager Technical is to plan, execute and manage one or more programs and projects carried out by Incubation Centre IIT Patna for Incubation and innovation support activities. The person must be motivated to achieve program goals and shall be able to initiate activities to meet the requirements of the programs with minimal support. Major role expectations are as given below:

- Communicates effectively with incubates/clients to identify needs and evaluate alternative technical solutions.
- Provides technical direction for the development, design and to build a system best suited for the product prototype.
- Applies significant knowledge of industry trends and developments to improve service to incubates/clients.
- Manage work of technical team.
- Manages technical resources within budget and schedule.
- Understands complex machines, its maintenance and ensure the availability of all technical labs.

- Lead revenue generation initiatives from technical infrastructure and services
- Create technical specifications for equipment and other lab related items for procurement and manage technical evaluation of equipment / technical solutions procured in the centre
- Plan and execute technical training programs for beneficiaires including startups and student community

Skills:
- Excellent technical skills in ESDM, Mechanical engineering, MEMS Fabrication or Biomedical domain
- Excellent program planning and co-ordination skills
- Very good people management and multi stakeholder engagements
- Strong written and verbal communication skills.
- Ability to work on MS Office specifically Word and PowerPoint

Experience and Skills:
- Minimum work experience of 6 plus years. Part or whole of the work experience should be in technology development /management in companies/startups/incubators.
- **Candidates with work experience in startups/incubation ecosystem is preferred**
- The candidate must possess
  - Very good written and verbal communication skill in both English and Hindi
  - Very good interpersonal skills as the role involves interaction with multiple stakeholders

Age: Candidates under 50 years of age as on 7th Aug 2023 may apply.

Position	No. of positions	Required Qualification and Experience	Consolidated salary
Assistant Manager- Admin and Finance	01	1. First class in MBA (with graduation in commerce or equivalent, Finance specialisation for MBA will be preferred) or Equivalent; 2. 6 plus years of work experience required	INR 50,000/- to INR 75,000/- per month (consolidated). Will be decided based on qualifications and expertise 5% to 10% annual increment will be applicable subject to satisfactory performance.

Role Description

Primary responsibility of Asst. Manager – Admin and Finance is to lead the administrative and finance functions of Incubation Centre IIT Patna. The person must be motivated to achieve program goals and shall be able to initiate activities to meet the financial management requirements of the programs with minimal support. Major role expectations are as given below:

- Assist the IC management in financial budgeting and budget management of various schemes and programs of IC
- Ensure accurate record keeping of all financial transactions on timely basis, and ensure compliance to applicable norms of government and funding agencies for all transactions.
- Monitor fund utilization status and assist the management in propoer utilization of funds in timely manner
- Timely financial reporting to all funding agencies, such as utilization certificates, statement of expenditure etc
- Manage the audit of the IC accounts accordingly to applicable laws and prepare financial reports for board
- Ensure tax and other compliances
- Ensure timely payment to vendors and suppliers, and ensure fund availability for the same
- Interface with stakeholders from funding agencies for all funding related aspects.
- Plan and execute administration related activities, such as management of assets, maintenance, conducting events and programs, non-technical procurement etc
- Assist management in optimising operational expenditure
- Maintain proper records of file movements, correspondence, Government notifications, administrative approvals, fund sanction letters and all such records
- Provide support to all activities of IC as necessary
- Perform other duties as assigned by IC administration

Experience and Skills:
- Minimum work experience of 6 plus years. Part or whole of the work experience should be in financial management in companies/startups/incubators.
- **Candidates with work experience in startups/incubation ecosystem is preferred**
- The candidate must possess

  - Excellent skills in accounting, financial management, compliance and reporting
  - Excellent program planning and co-ordination skills
  - Very good people management and multi stakeholder engagements
  - Strong written and verbal communication skills.
  - Ability to work on Tally or equivalent accounting software, MS Office (Excel, Word and PowerPoint)
  - Good Knowledge of government financial rules and government financial management platforms

Age: Candidates under 50 years of age as on 7th Aug 2023 may apply.

Position	No. of positions	Required Qualification and Experience	Consolidated salary
Jr. Associate /Associate for Operations	01	1. First class in Graduation in any discipline 2. 1 plus years of relevant experience required	INR 20,000 to INR 32,000/- per month (Consolidated). Will be decided based on qualifications and expertise. 5-10% annual increment will be applicable subject to satisfactory performance.

Job Description

The Jr. Associate /Associate 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, trainings, workshops, hackathons etc
- Perform other duties as assigned by IC administration

Experience and Skills:

- Minimum relevant work experience of 1 plus years. Part or whole of the work experience should be in administration in companies/startups/incubations.
- The candidate must possess
  - Very good written and verbal communication skill in both English and Hindi
  - Very good interpersonal skills as the role involves interaction with multiple stakeholders
- Certification in Finance, Management, HR will be added an advantage

Age: Candidates under 40 years of age as on 7th Aug 2023 may apply.

Designation	No. of positions	Required Qualification and Experience	Consolidated salary
Jr. Associate/ Associate for Accounts & Purchase	01	1. First class in B.Com (Hons) / M.Com 2. 1 year of relevant experience required	INR 20,000/- to INR 32,000/- per month (Consolidated). Will be decided based on qualifications and expertise. 5-10% annual increment will be applicable subject to satisfactory performance.

Role Description:

The Jr. Associate for 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 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 1 year of relevant work experience in accounting and purchase with Bachelor's Degree in Commerce (Hons.)/ M.Com 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 40 years of age as 7th Aug 2023 may apply.

Positions	No. of positions	Required Qualification and Experience	Consolidated Salary
Jr. Executive / Executive/ Sr Executive for Incubation	02	1. First class in B.Tech (Electrical/Electronics/ Mechanical / Computer Science/Biomedical/IT/ Equivalent OR MBA(or equivalent). 2. 0 to 4 Years of work experience required	INR 25,000/- to INR 45,000/- per month. It Will be decided based on qualifications and expertise. 5-10% annual increment will be applicable subject to satisfactory performance.

Role Description:

Primary responsibility of Jr. Executive/ Executive for Incubation is to manage the Incubation Programs at the Incubator that involves meeting the goals and deliverables of the programs run by the centre. The person will work under the guidance of the Incubation Centre leadership. Major role expectations are as given below

Management of Startup Programs

- Plan and execute startup support programs run by the centre as per scheme guidelines and policies
- Regularly coordinate with internal and external stakeholders to ensure program performance.
- Maintain program data and report to stakeholders regularly on progress against goals

<u>Manage startup portfolio</u>
- Coordinate selection and onboarding of startups to startup support programs
- Manage documentation and agreements with the supported startups.
- Analyze financial statements, forecasts, funding requirements and other needs of startups.
- Monitor the progress of startups with respect to agreed deliverables and assist as needed

<u>Startup Support</u>
- Assist startups in the areas of strategy, business plan development, market analysis, compliances and other aspects of business.
- Help startups to improve their business performance by connecting them with mentors
- Assist startups in industry connects, investor access and other ecosystem connectivity

<u>Others</u>
- Develop and maintain relationships with investors, Government bodies, service companies
- Participate and contribute to events, workshops and training programs of the centre.
- Other activities as assigned by the management from time to time

Experience :
- Experience of working with an incubator/accelerator or experience as a startup founder or experience in entrepreneurship development organizations in roles that manages startup cohorts will be preferred
- Experience in managing cohorts for DST/MeitY/MSME schemes will be an added advantage

Skills:
- Excellent program management and co-ordination skills
- Strong written and verbal communication in English and Hindi
- Ability to work on MS Office specifically Word, Excel and PowerPoint

Age: Candidates under 40 years of age as on 7th Aug 2023 may apply.

Positions	No. of positions	Required Qualification and Experience	Consolidated Salary
Jr. Executive - Technical	02	First class in B.Tech (Electrical/Electronics/ Mechanical/Computer Science) OR First Class in 3 Year Diploma issued by a government recognised polytechnic (Electrical/Electronics/ Mechanical/Computer Science) with 2 years of experience required	INR 25,000/- to INR 30,000/- per month. It Will be decided based on qualifications and expertise. 5-10% annual increment will be applicable subject to satisfactory performance.

Job Description

The Jr. 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
- Clean and maintain lab equipment

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 have expertise 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 and/ or networking
- Hands on experience in Testing and Measurement instruments for electronics systems is an added advantage.
- Diploma holders shall have a minimum of 2 years of hands on experience in the areas specified.

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 40 years of age as on 7th Aug 2023 may apply.

All positions are contractual for 1 year or till end of the project whichever is earlier with provision for extension based on performance and availability of funds for the project.

Last date for receiving applications is Monday, 7th Aug 2023 may apply.

Applications may be mailed to career_ic@iitp.ac.in in the attached format along with resume, scan copy of proof of experience, qualification and passport size photograph.

Note:
1) **Name of the positon must be mentioned on the application/email heading.**
2) **Applications that are not in the prescribed format/ position not mentioned will not be considered for further process.**

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 and mode 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).

In case of a large number of applications, the committee may decide to call only a few best applications for test/interview. **The decision of the selection committee is final in all matters related to recruitment of suitable candidates.**

Secretary,
Incubation Centre IIT Patna