



INCUBATION CENTRE

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



Ref: ICITP/Rect/2024/01 Dt. 21.02.2024

RECRUITMENT DRIVE FOR SR. EXECUTIVE POSITION (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 position opened are as follows:

Designation	No. of positions	Required Qualification and Experience	Monthly Compensation
Sr. Executive-Facility Management	01	First class in M.Com/ MBA with minimum 08 years of work experience.	INR 38,000/- to INR 45,000/- 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 Sr. Executive Facility management is to manage the facility and associated infrastructure assigned to programs and projects carried out by Incubation Centre IIT Patna for Incubation and innovation support related areas, so that the beneficiaries are able to make best use of the facility. The person must be motivated to initiate activities to meet the requirements with minimal support and supervise the regular maintenance and upkeep of facilities and its usage. Major role expectations are given below:

- Ensure that the facility is functional as intended and resolve any issues
- Supervises & Co-ordinates the day-to-day maintenance of buildings and facilities, including housekeeping, security etc
- Coordinate with vendors for ensuring uninterrupted service availability such as internet, electricity, water, air conditioning and similar services.
- Ensuring that all safety procedures are followed and that safety equipment is available and in good condition
- Maintains a safe and effective working environment that complies with regulations and laws
- Identify technical problems and plan preventive maintenance.
- Communicating with staff members to ensure that they are aware of any issues regarding safety or security
- Manage administrative processes required to enable efficient flow of maintenance and repair work
- Monitoring employee attendance and facility usage patterns of the beneficiaries
- Ensure communication with the beneficiaries of the facility regarding contracts, payments and maintaining decorum of the facility

Skills:

- Excellent facility management skills
- Knowledge of administration and planning
- Excellent verbal and written communication skills and good interpersonal skills
- Ability to work on MS Office specifically Word and PowerPoint

Experience:

- Minimum work experience of 8 years of which at least 2 years should be in facility set up, facility management, civil construction and maintenance or incubation support activities.
- Work experience in incubators/co-working spaces/academic institutions is preferable
- Work experience shall include roles where interaction with Govt. personnel and beneficiaries was part of the job responsibility

Age: Candidates under 55 years of age as on 11th March 2024 may apply.

The position is 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, 11th March 2024.

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) 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