



# INCUBATION CENTRE

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



Ref: ICITP/Rect/2024/02 Dt. 11.06.2024

## RECRUITMENT DRIVE FOR EXECUTIVE/SR. EXECUTIVE 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 position opened are as follows:

Designation	No. of positions	Required Qualification and Experience	Monthly Compensation
<b>Executive/Sr. Executive-Marketing</b>	02	First class in B.Tech/ MBA in Marketing with Graduation in Science. Minimum of 2 years of work experience required.	INR 30 ,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 Executive / Sr. Executive for marketing is to plan and execute the outreach, branding and marketing activities of Incubation Centre IIT Patna under the guidance of the Incubation Centre leadership. Major role expectations are as given below

- Plan and execute outreach programs and start-up events such as business plan competitions, conducting network events, workshops, boot camps, hackathons and pitching completions, conferences, seminars, and exhibitions.
- Organizing capacity building training programs and events.
- Organizing mentorship connectivity programs and to engage mentors to start-ups for technical /business support
- Manage and maintain outreach channels such as website, social media pages, newsletters etc and maintain brand awareness
- Assist manager and Incubation program leads in selecting and on-boarding start-up companies
- Assist manager and Training program leads in mobilizing participants for various training programs of Incubation Centre IIT Patna
- Create and maintain marketing materials including leaflets, posters, flyers, newsletters, e-newsletters and videos and other marketing collaterals
- Maintain and update databases of potential incubatees and partners
- Preparing presentations and other documents for Incubation Centre
- Other activities as assigned by the management from time to time

### Skills:

- Very good people management skills
- Very good co-ordination skills
- Very strong written and verbal communication skills in English and Hindi
- Ability to work on MS Office specifically Word, excel, and PowerPoint
- Graphics, digital marketing skills/certification desirable

### Experience:

- The candidate must have a minimum of 2 years of relevant work experience in marketing/start-up support.
- Work experience in government organizations/ startup ecosystem will be an added advantage

**Age:** Candidates under 35 years of age as on last date of application 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 Wednesday, 31<sup>st</sup> July 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](http://www.iciitp.com) or [www.iitp.ac.in](http://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](http://www.iciitp.com)) / Institute website ([www.iitp.ac.in](http://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