



INCUBATION CENTRE



INDIAN INSTITUTE OF TECHNOLOGY, PATNA
Amhara Road, Bihta, Patna - 801106

Ref: ICIITP/Rect/2026/03 Dt. 13.06.2026

RECRUITMENT DRIVE FOR PROJECT FELLOW POSITIONS (Temporary)

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

Designation	No. of positions	Required Qualification and Experience	Monthly Compensation
Project Fellows	03	Graduation in Any Discipline with First Division 0-1 years of work experience required.	INR 15 K per month (Stipend).

Role Description

Primary responsibility of the project fellow will support in in district levels, and will assist in field visits, take care of events and review coordination, data and records management, beneficiary engagement. Major role expectations are as given below

- Assist in the planning, implementation, and execution of project activities in accordance with the project objectives, timelines, and approved work plan.
- Coordinate with beneficiaries, community stakeholders, partner organizations, government departments, and other relevant agencies for smooth implementation of project activities.
- Conduct field visits, surveys, baseline assessments, need assessments, beneficiary identification, and data collection as required under the project.
- Maintain accurate records of project activities, beneficiary databases, attendance records, photographs, and supporting documents.
- Prepare periodic progress reports, field visit reports, case studies, success stories, utilization reports, and other documentation required by the funding agency.
- Support the organization of workshops, training programs, awareness campaigns, meetings, seminars, and outreach activities under the project.
- Ensure proper utilization and maintenance of project resources and assets assigned under the project.

Skills:

- Very good people management and coordination skills
- Strong written and verbal communication skills in English and Hindi
- Ability to work on MS Office specifically Word, excel, and PowerPoint

Experience:

- The candidate must have a minimum of 0- 2 years of work experience in similar schemes.
- Work experience in CSR funding schemes will be an added advantage

Age: Candidates under 32 years of age as on last date of application may apply.

All positions are contractual for 1 year or end of the project whichever is earlier, with provision for extension subject to performance, availability of funds or need for the position in the project as decided by the management.

Last date for receiving applications is 10.08.2026

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

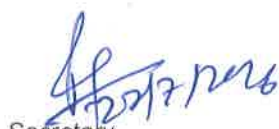
Note:

- 1) The applicant shall clearly mention, in the heading of the application (or the subject line of the email), the specific position for which the application is being submitted. In case an applicant wishes to apply for more than one position, a separate application shall be submitted for each position, clearly indicating the respective position applied for.
- 2) Applications that are not submitted in the prescribed format, or that fail to clearly specify the position applied for, shall not be considered for further processing.

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 shall be final in all matters related to recruitment of suitable candidates.**



Secretary,
Incubation Centre IIT Patna