



INCUBATION CENTRE

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



Ref: ICIIIP/Rect/2022/01 Dt. 11.02.2022

RECRUITMENT DRIVE FOR VARIOUS POSITIONS (Temporary), WALK-IN INTERVIEW

The IC IITP 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	Educational Qualification	Monthly Compensation
Executive – Programs	1	First class in MBA (or equivalent) 2+ years of relevant work experience required	INR 25,000 to INR 35,000/- Compensation will be 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- Programs is to plan and execute programs and projects carried out by Incubation Centre IIT Patna for Incubation and innovation support related areas, 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 master classes, business plan competitions, boot camps, seminars/webinars, exhibitions and similar activities.
- Manage and maintain outreach/beneficiary access channels such as website, social media pages, newsletters etc
- Create and maintain information content related to various startup and innovation support schemes and activities
- Supporting potential and aspiring beneficiaries by providing information on startup and innovation support schemes
- Counsel potential innovator on how to create a business plan and register themselves as a startup with various startup support agencies
- Manage communications with various stakeholders (beneficiaries, resource persons, govt agencies) regarding the activities of the program
- Maintain and update databases of potential startups and partners;
- Preparing presentations and other documents for Incubation Centre.
- Create and maintain marketing materials including leaflets, posters, flyers, newsletters, e-newsletters and videos and other marketing collaterals
- Other activities as assigned by the management from time to time.
- The person shall be willing to travel as necessary for the program execution, if needed.

Skills:

- The person should have very good verbal and written communication skills in English and Hindi
- Shall be good at people management and multi stakeholder engagements
- Ability to work on MS Office specifically Word and PowerPoint.
- Graphics, digital marketing skills/certification desirable

Age: Candidates aged 35 years or less as on 28 February 2022 may apply

Designation	No. of positions	Educational Qualification	Monthly Compensation
Asst. Manager – Programs	1	First class in MBA or equivalent (with graduation in science); 4 years of relevant work experience required	INR 40,000 to INR 50,000/- Compensation will be 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 - Programs 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 as given below:

- Understand program objectives, identify stakeholders and activities required to achieve the said objectives
- Create a plan of action and execute the same in a timebound manner
- Identify risks that could derail program objectives and mitigate the same
- Manage team and multiple individual and institutional stakeholders including government
- Planning and lead execution of outreach programs and start-up events such as business plan competitions, conferences, seminars, receptions and exhibitions for incubation centre IIT Patna with an aim to identify and onboard relevant start-ups at Incubation Centre IIT Patna.
- Supervise maintenance of outreach channels such as website, social media pages, newsletters etc
- Plan and operate the marketing initiatives including leaflets, posters, flyers, newsletters, e-newsletters and videos and other marketing collaterals
- Maintain and update databases of all parameters of program and its execution;
- Documentation of program progress and presentation to stakeholders in appropriate form.
- Management of budget utilization and financial status of program
- The person shall be willing to travel as necessary for the program execution, if needed.

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

Age: Candidates aged 35 years or less as on 28 February 2022 may apply

All positions are contractual for 1 year with provision for extension based on performance or availability of funds for the project or till completion of the project.

All candidates are required to appear a walk-in interview with their two copies of updated resume, original certificates along with self-attested photo copies, two recent passport size coloured photographs, Original Govt. approved ID Proof to prove identity and eligibility.

Date of Interview: 5th March 2022

Venue: Incubation Centre IIT Patna, IIT Patna Campus, Bihta, Patna-801103, Bihar

Reporting Timings: 9:00 a.m to 10:30 am (candidates reaching the venue after the scheduled time shall not be allowed to attend the interview).

You can visit www.iciitp.com or www.iitp.ac.in -> incubation centre for more details.

Note:

1. Only eligible candidates, after certificate verification, will be permitted to attend interview. Hence all relevant documentation shall be presented for verification in original along with a copy.
2. If a large number of applicants turn up, Incubation Centre reserves the right to do a shortlisting and only the shortlisted candidates will be allowed to attend the interview.
3. Incubation centre IIT Patna reserves the right to cancel any notified position or the whole notification at any stage of the process without assigning any reason.
4. The decision of selection committee shall be final and binding on all matters related to the selection of candidates
5. Incubation Centre IIT Patna is situated around 35 KM away from Patna. It takes around 2 hours to reach here in normal traffic conditions. So plan your travel accordingly to reach on time.
6. Candidates reaching after the above specified reporting time will not be allowed to attend the interview.

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24 Feb '22

Professor In-Charge and
Secretary, IC IIT Patna Society