



INCUBATION CENTRE



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

Ref: ICIITP/Rect/2022/02 Dt. 08.07.2022

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:

Position	No. of positions	Educational Qualification	Consolidated salary
Jr. Associate /Associate for Operations	01	First class in Graduation in any discipline AND 1 plus years of relevant experience required	INR 20,000 to INR 32,000/- 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. 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, programs, 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
- Commerce or BBA background will be an added advantage

Age: Candidates under 40 years of age as on 31st July 2022 may apply

Positions	No. of positions	Educational Qualification	Consolidated Salary
Jr. Executive / Executive for Incubation	03	First class in B.Tech (Electrical/Electronics/ Mechanical / Computer Science/Biomedical Engineering or Equivalent) Or	INR 25,000 to INR 37,000/- per month. It Will be decided based on qualifications and expertise.

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		First class in MBA AND Candidates with relevant experience in the field of Incubation/ startup may also apply.	5-10% annual increment will be applicable subject to satisfactory performance.
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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

Manage startup portfolio

- 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

Startup Support

- 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

Others

- 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 :

- The candidate must have expertise in the relevant areas such as incubation, entrepreneurship and startup support
- 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 31st July 2022 may apply

Designation	No. of positions	Educational Qualification	Consolidated Salary
Jr. Executive / Executive for Marketing	01	First class in MBA in marketing AND Candidates with relevant experience in the field of marketing may also apply.	INR 25,000 to INR 37,000/- 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 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, 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
- 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 onboarding 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 and PowerPoint
- Graphics, digital marketing skills/certification desirable

Age: Candidates under 40 years of age as 31st July 2022 may apply

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

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 Sunday, 31st July 2022.

Applications must be submitted in the enclosed format along with resume, copy of proof of experience, qualification and two passport size photographs shall be attached to the application. The completed application shall be sent **BY POST** to:

**Professor in Charge
Incubation Centre IIT Patna
Amhara Road, Bihta, Patna
Bihar- 801106**

OR

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 position 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.**


11/02/22

Secretary,

Incubation Centre IIT Patna

SECRETARY
Incubation Centre IIT Patna
Bihta, Patna-801103