



FOUNDATION FOR INNOVATORS IN SCIENCE AND TECHNOLOGY

A NIDHI-TBI funded by DST, Govt. of India

INDIAN INSTITUTE OF TECHNOLOGY PATNA

5TH FLOOR (LEFT), BLOCK-9, BIHTA, PATNA, BIHAR, INDIA, 801106

CIN-U73200BR2017NPL035343, Email- info_tbi@iitp.ac.in, Phone- 06115233-954



Advt No.: FISTIITP/Rect/2023/01

Date: 02.05.2023

RECRUITMENT DRIVE FOR VARIOUS POSITIONS (Temporary)

Walk-in-Interview

FIST-TBI, 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 are as follows:

Name of Position: Executive Incubation – Operations and Marketing, No. of Post-01

Name of Post	Executive Incubation – Operations and Marketing
No. of Post	1 (One)
Minimum Educational Qualification & Experience	<ol style="list-style-type: none">1. B.Tech. with 01 Year relevant work experienceOr2. M.Sc. with 01 Year relevant work experienceOr3. MBA with B.Tech./B.Sc. Qualification Degree must be from reputed and recognized Institutes/Universities.
Emoluments (Consolidated)	INR 35,000 to INR 50,000/- plus @9%HRA per month or on-campus accommodation subject to availability. It will be decided based on qualifications and expertise/skill sets. 5-10% annual increment will be applicable subject to satisfactory performance.
Role	<p>The primary responsibility of Executive Incubation – Operations and Marketing is to manage the incubation programs and operations activities at the incubator that involves meeting the goals and deliverables of the programs run by the FIST.</p> <p>Manage the day-to-day interaction with the Incubatees/start-ups and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, and marketing, financing, fundraising, overall strategy, operations, etc. The person will work under the guidance of the FIST leadership. Major role expectations are as given below:</p> <p>Management of Start-up Programs</p> <p>Plan and execute start-up support programs run by the centre as per scheme guidelines and policies, proposals writing,</p> <p>Regularly coordinate with internal and external stakeholders to ensure program performance. Maintain program data and report to stakeholders regularly on progress against goals</p> <p>Manage start-up portfolio</p> <p>Coordinate the selection and on boarding of start-ups to start-up support programs</p> <p>Manage documentation and agreements with the supported start-ups. Analyse financial statements, forecasts, funding requirements and other needs of start-ups.</p> <p>Monitor the progress of start-ups with respect to agreed deliverables and assist as needed</p> <p>Start-up Support</p> <p>Assist start-ups in the areas of strategy, business plan development, market analysis, compliance, and other aspects of the business.</p>



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	<p>Help start-ups to improve their business performance by connecting them with mentors, assist start-ups in industry connects, angel investors/VC access, and other ecosystem connectivity.</p> <p>Others</p> <ul style="list-style-type: none">▪ Develop and maintain relationships with investors, Government bodies, service companies,▪ Organise and coordinate events, workshops, and training programs of the FIST.▪ Manage and maintain outreach channels such as website, social media pages, newsletters etc. and maintain brand awareness▪ Assist Incubation program leads in selecting and onboarding start-up companies▪ Training program leads in mobilizing participants for various training programs of FIST IIT Patna▪ Create and maintain marketing materials including leaflets, posters, flyers, newsletters, e-newsletters brochures, videos and other marketing collaterals▪ Maintain and update databases of potential incubatees and partners▪ Preparing presentations, success stories and other documents for Incubation Centre▪ Other activities as assigned by the management from time to time <p>Skills:</p> <ul style="list-style-type: none">▪ 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, etc. <p>Experience:</p> <p>The candidate must have the expertise and a minimum requisite relevant experience in the area of incubation, operations, entrepreneurship, business development, fundraising, and start-up support.</p> <p>Working experience with an incubator/accelerator or experience as a start-up founder or experience in entrepreneurship development organizations in roles that manage start-up cohorts will be preferred.</p> <p>The above criteria may be relaxed for meritorious candidates with exceptional qualifications, outstanding records, and experiences.</p>
Tenure of Appointment	<p>An appointment is purely temporary for a period of one-year subject to a performance review after six months. It is likely to be extended based on your satisfactory performance till the completion of this project or the availability of funds.</p> <p>Appointment may be terminated by either side by a notice of one month.</p>
Age	<p>Not more than 35 years as of the closing date of the advertisement. Age relaxation of candidates may be considered with excellent performance, proven records, experiences in incubation centres, entrepreneurship, startup support, etc.</p>
Accommodation	<p>Suitable accommodation will be provided subject to availability.</p>

**II. Name of Position: Assistant Office Administrator,
No. of Post-01**

Name of Post	Assistant Office Administrator
No. of Post	1 (One)



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Minimum Educational Qualification & Experience	<p>B.Sc./B.Com./BA and MBA with 02 Years relevant work experience or Retired personnel from the position of section officer or equivalent position from Govt. offices/institutions</p> <p>Applicant's/candidate must have a minimum of 2 years' experience of relevant work in administration and operations.</p> <ul style="list-style-type: none">• Strong written and verbal communication.• Work experience in incubation centres, and government organizations may be preferred.• Qualification Degree must be from reputed and recognized Institutes/Universities.
Emoluments (Consolidated)	<p>INR 30,000 to INR 40,000/- plus @9% HRA per month or on-campus accommodation subject to availability.</p> <p>It will be decided based on qualifications and expertise/skill sets.</p> <p>5-10% annual increment will be applicable subject to satisfactory performance.</p>
Role	<ul style="list-style-type: none">▪ The Assistant Office Administrator is responsible to carry out activities related to the operations of FIST. Key job responsibilities of the role are:▪ Operations▪ Provide all administrative support to the FIST 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 FIST events/staff▪ Prepare note sheets, certificates, letters, etc as directed by FIST administration and maintain records of incoming and outgoing correspondence▪ Carry correspondence to Govt offices, banks, etc.▪ Provide support to outreach activities and assist in events, programs, training, workshops, hackathons, etc▪ Often responsible for office projects and tasks, as well as overseeing all works▪ Answering incoming calls; taking messages and re-directing calls as required▪ Dealing with email inquiries▪ Taking minutes▪ Diary management and arranging appointments, booking meeting rooms and conference facilities▪ Data entry (sales figures, property/assets listings, etc.)▪ General office management such as ordering stationary/procurement of items▪ Arranging both internal and external events▪ Possibly maintaining the company's social media accounts▪ Providing administration support to the FIST team and Senior Management of FIST▪ Coordinate project deliverables▪ Perform accounting tasks, including invoicing and budget tracking▪ Schedule meetings and travel arrangements, accommodations, and logistic support for Staff, senior members of the company, and stakeholders▪ Provide administrative support for an operations team▪ Support & Monitor the production staff▪ Perform other duties as assigned by the FIST administration <p>Purchase:</p>



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	<ul style="list-style-type: none">Carry out purchase activities of FIST including but not limited to identifying and interacting with vendors, processing tenders, receiving and processing quotations, issuing purchase orders, receiving delivery and releasing paymentsEnsure that all purchase activities are carried out according to the rules applicable to such purchasesMaintain proper records of all purchase activities and inventory <p>Skills: Administrators are usually required to use Microsoft Office and should demonstrate proficiency with Microsoft Word, Outlook, PowerPoint, and Excel.</p> <ul style="list-style-type: none">Proven success in office administrationAbility to maintain the confidentiality of company informationStrong time-management and multitasking abilitiesVery good people management skillsVery good co-ordination skillsVery strong written and verbal communication skills in English and HindiAbility to multi-task and prioritize projectsCustomer/innovators/startups-service orientedAble to complete complex administrative tasks with minimal supervision <p>The above criteria may be relaxed for meritorious candidates with exceptional qualifications, outstanding records and experiences.</p>
Tenure of Appointment	An appointment is purely temporary for a period of a one-year subject to a performance review after six months. It is likely to be extended based on your satisfactory performance till the completion of this project or the availability of funds. Appointment may be terminated by either side by a notice of one month.
Age	Not more than 30 years as of the closing date of the advertisement. Age relaxation of candidates may be considered with excellent performance, proven records, experiences in incubation centres, entrepreneurship, start-up support, etc.
Accommodation	Suitable accommodation will be provided subject to availability.

The positions are purely temporary for a period of 1 year with provision for extension with up to 5-10% increment of salary based on performance or availability of funds for the project or till completion of the project, whichever is earlier. The service of the employee shall be liable to termination at any time by notice in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee. The period of such notice shall be one month. The company may withdraw or discontinue any position at any time.

Interested aspirants may forward their details (application letter in support of the post along with CV and other requisite documents as one PDF file) to ceo_tbi@iitp.ac.in, pic_tbi@iitp.ac.in by **5:00 PM, Thursday, 18.05.2023.**

All candidates are also required to submit/send the application form in the prescribed format along with copies of documents proving eligibility and experience **BY HARD COPY (by 5:00 PM, Friday, 19.05.2023)** via registered/speed post to the address is given below.

The post applied for should be specified on the envelope.

To,

Prof. Karali Patra

(Professor In-Charge, TBI)

Room no. 504, 5th floor, Block 9,

Foundation for Innovators in Science and Technology (FIST)

Indian Institute of Technology Patna, Amhara Road, Bihta, Patna-801106 Bihar, India



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Date and Time of Walk-in-Interview for the post of Executive Incubation – Operations and Marketing:

Time: 10:00AM, Date: 22.05.2023, Venue: 504, FIST-TBI, Block-IX, IIT Patna, Bihta, Patna-801106, Bihar, India

Date and Time of Walk-in-Interview for the post of Assistant Office Administrator:

Time: 10:00AM, Date: 23.05.2023, Venue: 504, FIST-TBI, Block-IX, IIT Patna, Bihta, Patna-801106, Bihar, India

Applications submitted with the attached prescribed format along with all required copies of documents/certificates for claiming eligibility and experience in the form of hard copy will be only considered for further process. The applicant may enclose his/her resume along with it.

Note:

- 1) Name of the position must be mentioned on the application/email subject heading.**
- 2) Applications that are not in the prescribed format along with all required self-attested documents (HARD COPY) will not be considered for further process.**
- 3) All requisite original certificates of educational qualifications, experiences and No Objection Certificate (NOC) from the present employer are required to produce before attending the walk-in-interview.**

You may visit www.iitp.ac.in notice board for more details.

In case of a large number of applications, the committee may decide to conduct tests/interviews. The decision of the selection committee is final in all matters related to the recruitment of suitable candidates.

PIC
FIST-TBI, IIT Patna

Date: 02.05.2023

Place: IIT Patna



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Work Experience:

Sr. No.	Name of Organization	Work Period		Total work period		Role/Designation
		From Date	To Date	Years	Months	
1						
2						
3						
4						
5						

Relevant Experience in years: _____ Overall Experience in years: _____

Skill Set and Area of expertise:

Note: This is mandatory to fill up this application. The applicant may enclose his/her resume along with it.

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Date:

Place:

Signature of applicant

Enclosures: