



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: 13.02.2023

RECRUITMENT DRIVE FOR VARIOUS POSITIONS (Temporary)

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

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| Name of Post | Executive Incubation – Operations and Marketing |
| No. of Post | 1 (One) |
| Minimum Educational Qualification & Experience | First class in MBA with Graduation/Post Graduation in Electrical /Electronics/ Mechanical/ Computer Science/ Agriculture Engineering/ Environmental Engineering/ Water resource engineering or Equivalent from reputed and recognized institutions with 3 years of relevant work experience. |
| 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/startups and provide continued strategic guidance to entrepreneurs in areas such as business modeling, 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> <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> |



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| | <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 of 3 years of 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**

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| Name of Post | Assistant Office Administrator |
| No. of Post | 1 (One) |
| Minimum Educational | First class in MBA with Graduate in science/engineering from reputed and recognized Institute/Universities, candidate must have a minimum of 2-3 years' experience of relevant work in administration and operations. |



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| Qualification & Experience | <ul style="list-style-type: none">• Strong written and verbal communication.• Work experience in incubation centres, and government organizations may be preferred. |
| 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> <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 payments |



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| | <ul style="list-style-type: none"> ▪ Ensure that all purchase activities are carried out according to the rules applicable to such purchases ▪ Maintain 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 administration ▪ Ability to maintain the confidentiality of company information ▪ Strong time-management and multitasking abilities ▪ Very good people management skills ▪ Very good co-ordination skills ▪ Very strong written and verbal communication skills in English and Hindi ▪ Ability to multi-task and prioritize projects ▪ Customer/innovators/startups-service oriented ▪ Able 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 | <p>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.</p> <p>Appointment may be terminated by either side by a notice of one month.</p> |
| Age | <p>Not more than 30 years as of the closing date of the advertisement.</p> <p>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> |

III. Name of Position: Senior Accountant, No. of Post-01

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| Name of Post | Senior Accountant |
| No. of Post | 1 (One) |
| Minimum Educational Qualification & Experience | <ul style="list-style-type: none"> • B. Com (Hons) /M.Com. with relevant experience. • The candidate must have a minimum of 3 years of relevant work experience in accounting and purchasing with a Bachelor's degree in Commerce. The candidate with M.Com. must have 1 year of experience in accounting and purchasing. • Work experience in government organization/industries will be an added advantage. |
| Emoluments (Consolidated) | <p>Upto Rs. 3.00 – Rs. 4.50 lakhs INR annually (negotiable based on experiences & expertise/skill sets) fixed salary plus @9%HRA per month or on-campus accommodation subject to availability.</p> |
| Role | <p>Job Description Senior Accountant will be responsible for maintaining financial accounting data and to carry out purchase-related activities for FIST in compliance with government rules and to perform any other jobs as assigned by FIST administration from time to time.</p> <p>Key job responsibilities of the role are: Accounts Management:</p> |



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| | <ul style="list-style-type: none">• The executive-accountant will be responsible for maintaining financial accounting data and to carryout purchase related activities for FIST in compliance with government rules and to perform any other job as assigned by FIST administration from time to time. Key job responsibilities of the roles are: Account Management:• Maintaining up-to-date accounts of FIST in a timely manner with accurate entries of all financial transactions.• Maintain account audit-ready and compliant with applicable rules of accounting and taxation.• Maintain payroll data, prepare and process monthly payrolls based on payrolls rules.• Record keeping of all financial transaction-related files• Ensure that financial transactions are carried out in compliance with government rules.• Timely tax payment to the government and carrying out necessary compliance actions.• Timely and accurate bill payments to vendors• Maintenance of fund availability status• Prepare utilization certificates (UC) by collecting, analysing, and summarising account information• Provide account-related reports to management as needed.• Other activities as assigned by the management from time to time. <p>Purchase:</p> <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 payments▪ Ensure that all purchase activities are carried out according to the rules applicable to such purchases▪ Maintain proper records of all purchase activities and inventory <p>Skill Required</p> <ul style="list-style-type: none">• Excellent skill in using accounting software such as Tally for account maintenance and reporting.• Very good skills in MS office.• Very good verbal and written communication skills.• Should be comfortable using English for verbal and written communication. <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 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 40 years as of the closing date of the advertisement. The above criteria may be relaxed for candidates with exceptional qualifications and experience. |



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| Accommodation | Suitable accommodation will be provided subject to availability. |
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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 documents as one PDF file) to ceo_tbi@iitp.ac.in, pic_tbi@iitp.ac.in by 17/03/2023. The shortlisted candidates will be called for a test/interaction/interview.

The last date for receiving applications is Friday, 17th March 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 via registered/ speed post to the address is given below.

The post applied for should be specified on the envelope.

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

Note: The last date for submission of applications is 17/03/2023. Applications submitted with the attached prescribed format 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 heading.
- 2) Applications that are not in the prescribed format/ position not mentioned will not be considered for further process.

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

Shortlisted Candidates will be called for a test/interview. The date of the test/interview shall be intimated to the shortlisted candidates via email/ Institute website (www.iitp.ac.in).

In case of a large number of applications, the committee may decide to call only a few best applications for 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: 13.02.2023

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: