

Advertisement for the post of Manager (Technical), Manager (Knowledge, Technology and Tool Creation) and Manager (HR, Finance, Legal and Admin).

Advertisement for the post of Manager (Technical) -01

Location: IIT Patna

Company: IIT PATNA VISHLESAN I-HUB FOUNDATION

(A Section 8 - Not for profit Company)

About the Company

- 1) To operate as a Technology Innovation Hub (TIH) for technology **development** and act as a nodal center spearheading the activities in “speech, *video*, and *text analytics*” under Technology Incubation Hub (TIH) of National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS).
- 2) To organize, undertake, monitor and promote programs under “*speech, video, and text analytics*” mainly in three major sub-domains: speech, video, and text analytics, with applications in the areas of **Tourism, Judiciary, Railways, Border Management/Security, Environment, Forest and Climate Change, Education, Health, Electronics and IT, Road Transport, Housing and Urban Affairs** and also other related areas. The aim of the hub is to undertake developments of new areas of research, technology development, innovation, professional education, entrepreneurship, brand building, technology commercialization and product management; for the dissemination and deployment of intellectual property; and for public outreach in the above mentioned areas.
- 3) To create a platform for research and innovation in the area of “*speech, video, and text analytics*” mainly in the following major domains: **Tourism, Judiciary, Railways, Border Management/Security, Environment, Forest and Climate Change, Education, Health, Electronics and IT, Road Transport, Housing and Urban Affairs** and also other related areas between IIT Patna and industry.
- 4) To incubate and nurture the translation of ideas and innovations in the field of “speech, video and text analytics” emerging from the scientific, technological and knowledge capital, to generate commercial and social impact and to contribute to the economic development and social well-being of the Region and Country by building the necessary infrastructure for creation and translation of technology to market readiness, by supporting adoption of it by existing ventures and creation of startup ventures, and by creating networks between academia, industry and financial institutions and other such assistance as required,
- 5) The company will be supported by the DST for five years, following which it should generate its own revenue to continue with its functions.

Role of Project Manager (Technical)

The candidate should have high standards of networking credentials (e.g. CCIE or equivalent) with experience on LAN/WAN installations & configurations, routing, switching and network security with adequate expertise on Windows/ MacOS/ Linux based systems with hands on experience of hardware, software, network and related technologies from reputed organizations

or Industry. The candidate should also have keen interest in adopting to latest technologies e.g. artificial intelligence, machine learning, deep learning, speech, video and text analytics, virtualisation, cloud computing, IoT, Cyber Physical Systems etc. The job description is not exhaustive and the post holder may, from time to time, be required to undertake other related

duties. The manager will work in a team to achieve the end objectives of the hub. The company will have an office within IIT Patna and will have staff strength of one CEO, around 4 managers and 10-15 other supporting staff (tentative number). Also a number of students and faculty members will be part of the eco-system.

Responsibilities

- Install, support and manage the networks and computer systems. Implement and maintain network hardware and software. Troubleshoot network problems, and ensure security, availability and performance standards.
- Develop, maintain web-pages, creation and handling of social media accounts of the company.
- Build relationships with all stakeholders (professors, researchers from other Institutes/universities and research organizations in India and abroad, start-up companies, industries, etc.).
- Coordinate with PIs/Incharges of the projects and keeping records of the projects, preparation of reports etc.
- Coordinate reporting and documentation of executed meetings /programs/conferences and seminars.
- Should be able to work with the staff to define mission, staff management, financial management, legal issues management, accountability, and effectiveness.
- Work effectively to generate funds for the company in order to be self-sufficient as soon as possible.
- Engage with startup founders and stay updated on the progress of the start-ups on a regular basis.
- Event planning, co-ordination, and calendar management. End to end planning and execution of 'Investor Meets' and 'Demo Days'.
- To assist the hub in various joint projects with IIT Patna and also external joint projects, monitor progress of these projects, and provide periodic reports to the Hub's Board.
- Other related works assigned time to time by the Board of Directors.

Qualification:

BTech in Computer Science / Electronics or related fields /M.Sc./MCA in Computer Science / Electronics or related fields with 5 years' relevant experience.

Desirable:

- Latest networking certification at CCIE or equivalent levels.
- Should have relevant programme management experience
- Should be conversant with the latest technology and innovation trends
- Should exhibit thought leadership in technology space

- Project management certified(PMP) shall be preferred

Years of experience: At least 5 years of relevant experience will be preferred.

Requirement:

- Prior experience in translational work of research into products in industry, association, and similar organizations.
- Is a successful professional looking for a change in mind set-up in order to translate research into products.
- Gravitas and commanding respect, ability to interact comfortably with eminent and senior professors, professionals, students, collaborators, and other stakeholders.
- Strong technical/ management skills.
- Should be willing to travel extensively and his/her life situation should allow for that.
- Skill of effective communication, organizational development and planning.
- Strong bias for Action.

Compensation: Upto Rs. 6-10 lakhs annual (based on experiences, and negotiable) fixed salary (No allowances and accommodation)

Tenure: Initially 3 years (Renewable based on annual performance/appraisal)

Age: Less than 45 years

The above criteria may be relaxed for candidates with exceptional Qualification and experience.

Termination: It is a temporary position and 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 three month. Company may withdraw or discontinue any position any time.

Note: Interested aspirants may forward their details (application letter in support of the post along with CV and other documents as one PDF file) to vishleshan-i-hub-foundation@iitp.ac.in (cc to adean_rnd@iitp.ac.in) by February 28, 2021. The few best candidates will be called for test/interaction/interview.

Advertisement for the post of Manager (Knowledge, Technology and Tool Creation) - 01

Location: IIT Patna

Company: IIT PATNA VISHLESAN I-HUB FOUNDATION

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About the Company

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- 3) To create a platform for research and innovation in the area of “*speech, video, and text analytics*” mainly in the following major domains: **Tourism, Judiciary, Railways, Border Management/Security, Environment, Forest and Climate Change, Education, Health, Electronics and IT, Road Transport, Housing and Urban Affairs** and also other related areas between IIT Patna and industry.
- 4) To incubate and nurture the translation of ideas and innovations in the field of “*speech, video and text analytics*” emerging from the scientific, technological and knowledge capital, to generate commercial and social impact and to contribute to the economic development and social well-being of the Region and Country by building the necessary infrastructure for creation and translation of technology to market readiness, by supporting adoption of it by existing ventures and creation of startup ventures, and by creating networks between academia, industry and financial institutions and other such assistance as required.
- 5) The company will be supported by the DST for five years, following which it should generate its own revenue to continue with its functions.

Role of Project Manager

As the newly formed Section-8 company, the Manager would manage / assist operational roles like – project management, business development, IP and technology transfer, knowledge, technology and tool creation and startups. The job description is not exhaustive and the post holder may, from time to time, be required to undertake other related duties. The manager will work in a team to achieve the end objectives of the hub. The company will have an office within IIT Patna and will have staff strength of one CEO, around 4 managers and 10-15 other supporting staff (tentative number). Also a number of students and faculty members will be part of the eco-system.

Responsibilities

- Build relationships with all stakeholders (professors, researchers from other Institutes/universities and research organizations in India and abroad, start-up companies, industries, etc.).
- Assist the other teams in TIH in their activities such as outreach, application processing, and admission, fund disbursal, reporting etc. as and when needed.
- Facilitate mentor/stakeholder travel and related logistics.
- Coordinate with PIs/ Incharges of the projects and keeping records of the projects, preparation of reports, UC/SE etc.
- Coordinate reporting and documentation of executed meetings /programs/conferences and seminars.
- Should be able to work with the staff to define project management, business development, IP and Technology transfer, knowledge, technology and tool creation and startups.
- Work effectively to generate funds for the company in order to be self-sufficient as soon as possible.
- Engage with startup founders and stay updated on the progress of the start-ups on a regular basis.
- Stay updated on latest developments in the investor community and communicate the same with startups / team when required.
- Event planning, co-ordination, and calendar management. End to end planning and execution of 'Investor Meets' and 'Demo Days'.
- Be involved in content creation (websites, blogs, articles, press releases, flyers, etc.) - prior experience of freelance writing will be given due weightage.
- Direct the digital branding/marketing strategies that align with core goals of programs/initiatives at, including social media channels, blogs.
- To assist the hub in various joint projects with IIT Patna and also external joint projects, monitor progress of these projects, and provide periodic reports to the Hub's Board.
- Other related works assigned time to time by the Board of Directors.

Qualification:

- B.Tech/MBA / M.Sc/MCA with 5 years relevant experience in leading business unit or startup companies. The work experience should include project management, business development, IP and Technology transfer, knowledge, technology and tool creation and startups.
- Experience in product development will be an advantage.
- Exposure to government processes and academic institutions will be an added advantage.
- Knowledge of intellectual property management and venture capital investment will be an added advantage.

Requirement:

- Prior experience in translational work of research into products in industry, association, and similar organizations.

- Is a successful professional looking for a change in mind set-up in order to translate research into products.
- Gravitas and commanding respect, ability to interact comfortably with eminent and senior professors, professionals, industry, government, ministry and other stakeholders.
- Strong technical/ management skills.
- Should be willing to travel extensively and his/her life situation should allow for that.
- Skill of effective communication, organizational development and planning.
- Strong bias for action.

Compensation: Upto Rs. 6-10 lakhs annual (based on experiences, and negotiable) fixed salary (No allowances and accommodation)

Tenure: Initially 3 years (Renewable based on annual performance/appraisal)

Age: Less than 45 years

The above criteria may be relaxed for candidates with exceptional Qualification and experience.

Termination:It is a temporary position and 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 three months. Company may withdraw or discontinue any position any time.

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- 5) The company will be supported by the DST for five years, following which it should generate its own revenue to continue with its functions.

Role of Project Manager

As the newly formed Section-8 company, the manager would manage / assist operational roles like – to manage the unit responsible for HR, finance and legal. The manager will also be responsible for budgetary control, financial management, procurement, statutory compliances, preparation of statement of annual accounts, submission of UC/SoEs, preparation of annual report etc. The job description is not exhaustive and the post holder may, from time to time, be required to undertake other related duties. The manager will work in a team to achieve the end objectives of the hub. The company will have an office within IIT Patna and will have staff

strength of one CEO, around 4 managers and 10-15 other supporting staff (tentative number). Also a number of students and faculty members will be part of the eco-system.

Responsibilities

- Oversee procurement, set up and maintenance of non-technical infrastructure.
- Lead the team of personnel for efficient operation of the centre and manage team performance.
- Oversee compliance to set up the processes and standards in all activities.
- Extend operational and back office support to all other team in TIH as needed.
- Empanel services of legal and financial experts for the needs of TIH and its subunits.
- Create legal template and safekeep legal documentation of all stakeholders.
- Manage the accounting teams and ensure accurate and timely accounting audit and financial compliances.
- Assist the other teams in TIH in their activities such as outreach, application processing, admissions, and fund disbursement, reporting etc. as and when needed.
- Facilitate mentor/stakeholder travel and related logistics.
- Build relationships with all stakeholders (professors, researchers from other Institutes/universities and research organizations in India and abroad, start-up companies, industries, etc.).
- Coordinate with PIs/Incharges of the projects and keeping records of the projects, preparation of reports, UC/SE etc.
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- To assist the hub in various joint projects with IIT Patna and also external joint projects, monitor progress of these projects, and provide periodic reports to the Hub's Board.
- Other related works assigned time to time by the Board of Directors.

Qualification and Experience :

- MBA (with specialization in Finance) / M.Com with 5 years relevant experience in leading business unit or Startup companies. The work experience should include business management, human resource management, training and competency development, procurement and legal contracting, budgetary control, financial management, procurement, statutory compliances, preparation of statement of annual accounts.
- Exposure to government processes and academic institutions will be an added advantage.

- Knowledge of budgetary control, financial management, procurement, statutory compliances, and preparation of statement of annual accounts will be an added advantage.
- Chartered Accountant / Cost Accountant will be an added advantage.

Requirement:

- Strong business acumen.
- Excellent skill in operation management.
- Excellent people management and intra personnel skills.
- Ability to collaborate with senior stakeholders.
- Very good presentation skill and verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Prior experience in translational work of research into products in industry, association, and similar organizations.
- Is a successful professional looking for a change in mind set-up in order to translate research into products.
- Gravitas and commanding respect, ability to interact comfortably with eminent and senior professors, professionals, students, collaborators, and other stakeholders.
- Strong technical/ management skills.
- Should be willing to travel extensively and his/her life situation should allow for that.
- Skill of effective communication, organizational development and planning.
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All candidates are also required to submit/send their resume along with copies of documents providing eligibility and experience by HARD COPY via registered/speed post to the address given below. The post applied for should be specified on the envelope:

Associate Dean Research and Development
Indian Institute of Technology Patna
Amhara Road, Bihta, Patna-801106
Bihar, India

Resume should have details like Name of the post applied, Candidate's name, father's name, date of birth of the candidate, present and permanent address, mobile no, email id, qualification including mark percentage of boards/universities, years of relevant experience, skill set, area of expertise and other relevant information which shall suit the requirement of TIH, IIT Patna.

Last date for submission of applications is 28th February 2021. Applications submitted with the attached prescribed format will be only considered for further process. Applicant may enclose his/her resume along with it.

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

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

APPLICATION FORM

Recent
passport size
Photo

Post Applied : _____

Candidate's Name : _____

Date of Birth : _____ Age as on 28.02.2021 _____ Gender _____ Marital Status _____

Father's Name : _____ Nationality _____

Present Address :

Permanent Address : _____

Phone No : _____ Email : _____

Educational Qualification

Board/ University	Exam Passed	Year of Passing	Marks Obtained	Percentage/ Division

Work Experience

Sl No.	Organization	Period	Total Years/Months	Role/ Designation
1				
2				
3				
4				

Skill Set and Area of expertise:

Note: This is mandatory to fill up this application. 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:

Signature of applicant

Place: