

FOUNDATION FOR INNOVATORS IN SCIENCE AND TECHNOLOGY

Regd. Office: 5TH FLOOR (LEFT), BLOCK-9,

INDIAN INSTITUTE OF TECHNOLOGY PATNA, BIHTA, PATNA, BIHAR, INDIA, 801106

CIN-U73200BR2017NPL035343

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RECRUITMENT DRIVE FOR MANAGER AND OTHER POSITIONS (Temporary)

The FIST invites applications from Indian Nationals, who are well-qualified, energetic and strongly motivated, towards management roles of the Incubator and support role for operations. The details of the positions open are as follows:

Designation	No. of positions	Educational Qualification	Monthly Compensation
Manager	1	First class in Engineering (B.Tech / M.Tech in Mechanical/ Electrical/ Instrumentation/ Computer Science) with First class in MBA with 5 years of experience	INR 50,000/- to INR 75,000/- (will be decided based on qualification and expertise).

Role Description

The manager of the FIST will have overall responsibility of running the incubator and meeting its set targets and goals. The manager will report to the PIC, TBI. Major role expectations are as given below

Represent FIST in the ecosystem

- Promote FIST and ensure the visibility of FIST among start-up companies, aspiring entrepreneurs, investors, industry partners, mentors and other stake holders involved in technology commercialization, entrepreneurship & economic development
- Liaise with faculty and students of IIT Patna, other Institutes/colleges, entrepreneurs, partners, mentors, government bodies etc.

Manage Incubation Activities

- Identify & screen promising ideas at early stage, help teams shape up business cases for Start-ups.
- Receive and process applications for incubation as per Incubation Centre policies, Onboard incubatee companies after selection
- Guide, train and support incubatee companies on various aspects of business through the term of incubation.
- Facilitate access to mentor networks & funding opportunities for Start-ups
- Manage legal agreements with the incubatees, mentors and any other parties involved
- Make decisions on deal flow within the incubator

Manage Operations

- Oversee procurement, set up and maintenance of equipment and infrastructure
- Lead the team of FIST for efficient operation of the FIST
- Manage the performance and activities of the team
- Oversee compliance to the set processes and standards in all activities
- Oversee the fund status and report to the PIC, TBI.
- Organize training programs and showcasing events to promote the FIST
- Track and Report progress of FIST to the stakeholders
- Other activities as assigned by the management from time to time.

Experience and Skill Set Requirement

Experience

- The candidate must have more than 5 years of work experience in leading business units or startup companies. The work experience should include technology business management, people management, training and competency development, marketing, business development, strategy formation, customer and partner management, procurement and legal contracting.
- Experience in product development and/ or hardware production will be an added advantage
- Exposure to government processes and academic institutions will be an added advantage
- Knowledge of intellectual property management and venture capital investments will be an added advantage.

Skills required:

- Strong business acumen
- Excellent skills in marketing/business development and operations management
- Excellent people management and intra personal skills
- Ability to collaborate with senior stakeholders
- Very good presentation skills and verbal and written communication skills
- Strong analytical and problem-solving skills.

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

Age: Candidates under 45 years of age as on last date application submission may apply. Age relaxation may be made, if needed, for candidates with past relevant experience with excellent performance records.

Designation	No. of positions	Educational Qualification	Monthly Compensation
Engineer	2	B.Tech in Mechanical/Production Electrical/ Instrumentation with minimum 60% marks with minimum 2 years of experience	INR 30,000 to INR 50,000/- (will be decided based on qualification and expertise).

Job Description

The selected Engineer will be responsible for all kind of operations of FIST . Key job responsibilities of the role are:

Operating Sophisticated machinery

- Operating / assist in operating sophisticated machinery as per operating procedures and safety precautions for design, manufacturing, testing and trouble-shooting of machinery products and systems to fulfil the requirements from beneficiaries of FIST
- Plan and carry out routine maintenance of machines to keep the machines available for use at all times
- Interact with equipment suppliers and vendors to rectify equipment failures, obtain service, source consumables or parts

Technical operations

- Assist the management in anticipating the need for equipment/consumable/parts and in estimating and budgeting the cost
- Support the procurement activity by creating technical specifications, carrying out technical compliance verification of quotations/tenders, identifying potential sourcing options for technical components or consumables, performing acceptance testing of procured equipment as per specification etc.

Others

- Lead/contribute to technical events and projects taken up by FIST.
- Assist the outreach team in outreach activities, events, training programs etc
- Assist or guide incubated companies in matters related to technical implementation of their product
- Other activities as assigned by the management from time to time.

Experience and Skill Set Requirement

Experience :

- The candidate must have expertise and a minimum of 2 years of hands on experience in the product CAD/CAM/ fabrication AND/ OR design, development and prototyping of new Product.
- Hands on experience in operating of measuring instruments such as oscilloscope, digital multimeter, vernier, micrometer, dial gauge etc, for Mechanical and electronics systems.

Age: Candidates under 35 years of age as on last date of application submission, may apply. Age relaxation may be made, if needed, for candidates with past relevant experience with excellent performance records.

Designation	No. of position	Educational Qualification	Monthly Compensation
Junior Assistant	1	First class in Graduation in any discipline with minimum 2 years of experience	INR 15,000 to INR 20,000/- (will be decided based on qualifications and expertise).
<p>Job Description. Part or whole of the work experience would involve:</p> <ul style="list-style-type: none"> • Provide clerical and administrative support to Manager/PIC, TBI/Board of Directors, FIST. • Will coordinate with executive operation and Executive Marketing (hard and soft copies). • Mail checking, taking photo copy of correspondences, maintaining records, etc • Process documentation and prepare reports relating to personnel activities • Coordinate meetings, training, surveys etc. and take minutes. • Other activities as assigned by the management from time to time. <p>Other essential skills:</p> <ul style="list-style-type: none"> • Very strong written and verbal communication skills. • Ability to work on MS Office specifically Word, Excel, and Power Point. <p>Age: Candidates under 35 years of age as on last date of application submission may apply. Age relaxation may be made, if needed, for candidates with past relevant experience with excellent performance records.</p>			

Designation	No. of position	Educational Qualification	Monthly Compensation
Jr. Mechanic	1	Three year Diploma in Mechanical(Production or automobile)/ Electrical engineering with minimum 65% marks with minimum three year of experience or ITI in turner/machinist/ electrician with minimum 5 year of experience.	INR 20,000 to INR 30,000/- Will be decided based on qualifications and expertise.
<p>Experience: Minimum three years of experience. Candidate must have hands on experience in conventional machines such as Lathe, Milling, drill, grinding and non-conventional machines such as CNC Lath, CNC milling, Laser Cutting, EDM and /or Electrical machinery, AC, DC motors, controllers etc .</p> <p>Age: Candidates under 35 years of age as on last date of application submission may apply. Age relaxation may be made, if needed, for candidates with past relevant experience with excellent performance records.</p>			

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.

All candidates are required to submit/ send the application form in prescribed format along with copies of documents proving eligibility and experience **BY HARD COPY ONLY** via registered/ speed post to the address given below. The

post applied for should be specified on the envelope.

Dr. Karali Patra

(**PROFESSOR IN-CHARGE, TBI**)

Room no. 111, 1st floor, Block 3, Department of Mechanical Engg.

Indian Institute of Technology Patna

Amhara Road, Bihta, Patna-801106

Bihar, India

Last date for submission of applications is 21-02-2020. 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 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).

Dr. Karali Patra

Professor-In-charge, TBI

