



# IIT Patna Vishlesan I-Hub Foundation Technology Innovation Hub (TIH)

INDIAN INSTITUTE OF TECHNOLOGY PATNA

ADVT NO: TIH/23-24/01, Dated : 05/07/2023

## Walk-in-Interview

IIT Patna Vishlesan I-Hub Foundation is a Section 8 – Not for Profit Company registered under company act 2016. It is a joint mission of IIT Patna and Department of Science and Technology , Government of India, The company is 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 (NMICPS) department of Science and Technology, Government of India.

TIH , IIT Patna invites applications from Indian Nationals who are well -qualified ,energetic and strongly motivated for the following position (Temporary and contractual ). The details of the positions are as follows:

### **Executive positions:**

#### **Position of the Chief Technology officer**

TIH IIT Patna that works in the area of Speech, Text, and Video analytics is inviting applications for the position of the Chief Technology Officer (CTO).

#### **Roles and Responsibilities:**

- Represent the technological agenda in staff meetings. Identify, compare, select and implement technology solutions to meet current and future needs
- Create overall technology standards and practices and ensure adherence.
- Oversee all system design and changes in system architecture Supervise system infrastructure to ensure functionality and efficiency
- Take the initiative in thought leadership, innovation and creativity
- Work closely with Marketing, Business Development and Operations to define and deliver new products and enhancements

#### **Skill Sets, Knowledge, and Experience:**

Educational qualifications: Bachelors’ in Engineering or equivalent with excellent written and oral communication skills. Higher qualification may be given preference.

Experience: Minimum work experience of 4 years in translational work of research into the product in Industry, association, and similar organizations.

Preference will be given to the candidates who have professional work experience in research, innovation, technology development, strategy, marketing and business development, international development in academia, industry or government in India or an International location in the domain of AgriTech and CPS technology.

Preference will be given to the candidates who have previous working experience as a CTO (Chief Technology Officer)

Number of vacancies: one.

In-depth knowledge of electronic systems architecture, design and development Hands-on experience with project management

Outstanding communication, interpersonal and leadership skills Ability to conduct technological analyses and research

Proactive problem solving.

**Compensation, Tenure, and other details:**

In the range of INR 12.00 Lakhs per annum (consolidated).

An initial period of appointment will be two years, extendable based on the performance.

Separation condition: 1 calendar months' notice in the first year and three calendar months' notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period

**Non-Executive Positions:**

<b>Name of the Post</b>	<b>Assistant Administrator</b>
No. of post	1 (One)
Emoluments (Consolidated)	INR 20,000 to INR 25,000/- plus @9%HRA per month or on-campus accommodation subject to availability. It will be decided based on qualifications and expertise/skill sets. 6 % annual increment will be applicable subject to satisfactory performance..
Minimum Educational Qualification (EQ) & Experience	<b>EQ:</b> Graduate Degree in Business Administration from reputed and recognized Institutes/Universities with one year relevant experience in office management . <b>Desirable:</b> The candidate should have (a) Post graduation degree in Business Management b) Excellent written and oral communication skills in English (c) Knowledge of computer office management tool (d) Ability to drive result oriented team (e) Strategic focus on planning and implementing diversification
Job Requirements	<ul style="list-style-type: none"> <li>▪ The Assistant Administrator is responsible to carry out activities related to the office management of TIH. Key job responsibilities of the role are:</li> <li>▪ Operations</li> <li>▪ Provide all administrative support to the TIH administration</li> <li>▪ Coordinate meetings, training, surveys, etc, take minutes, prepare the draft minutes</li> </ul>

- Manage files in an orderly and systematic fashion and track file movements
- Provide logistics support such as arranging transportation and accommodation for TIH events/staff
- Prepare note sheets, certificates, letters, etc as directed by TIH 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, and conference facilities
- Data entry
- 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 TIH team and Senior Management of TIH
- Coordinate project deliverables
- 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
- Perform other duties as assigned by the TIH
- Carry out purchase activities of TIH 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

**Skills:**

Administrators are usually required to use Microsoft Office and should demonstrate proficiency with Microsoft Word, Outlook, PowerPoint, and Excel.

- 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

The above criteria may be relaxed for meritorious candidates with exceptional qualifications, outstanding records and experiences.

Tenure of appointment	Initially for a period of 1 year with a provision of extension with upto 6% increment of base salary subject to performance of the incumbent and continuation of the project. The service shall be liable to termination at any time by notice of one month in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee.
Age	Not more than 45 Years as on closing date of advertisement.
Relaxation	Above conditions and criteria may be relaxed for candidates with exceptional qualifications and experience.

<b>Name of the Post</b>	<b>Assistant Accountant</b>
No. of post	1 (One)
Emoluments (Consolidated)	INR 20,000 to INR 25,000/- plus @9%HRA per month or on-campus accommodation subject to availability. It will be decided based on qualifications and expertise/skill sets. 6 % annual increment will be applicable subject to satisfactory performance..
Minimum Educational Qualification (EQ) & Experience	<b>EQ:</b> Graduate Degree from reputed and recognized Institutes/Universities with two years relevant experience in Accounting . <b>Desirable:</b> The candidate should have (a) Post graduation degree in Commerce/Business Finance/ Finance management b) Excellent written and oral communication skills in English (c) Knowledge of computer Tool like Tally /ERP/SAP (d) Ability to drive result oriented team
Job Requirements	Assistant Accountant will be responsible for maintaining financial accounting data and to carry out purchase-related activities for TIH in compliance with government rules and to perform any other jobs as assigned by TIH from time to time. Key job responsibilities of the role are: <b>Accounts Management:</b> <ul style="list-style-type: none"> <li>· Maintaining up-to-date accounts of TIH in a timely manner with accurate entries of all financial transactions.</li> <li>· Maintain account audit-ready and compliant with applicable rules of accounting and taxation.</li> <li>· Maintain payroll data, prepare and process monthly payrolls based on payrolls rules.</li> <li>· Record keeping of all financial transaction-related files</li> <li>· Ensure that financial transactions are carried out in compliance with government rules.</li> <li>· Timely tax payment to the government and carrying out necessary compliance actions.</li> <li>· Timely and accurate bill payments to vendors</li> <li>· Maintenance of fund availability status</li> <li>· Prepare utilization certificates (UC) by collecting, analyzing, and summarizing</li> </ul>

	<p>account information</p> <ul style="list-style-type: none"> <li>· Provide account-related reports to management as and when needed.</li> <li>· Other activities as assigned by the management from time to time.</li> </ul> <p><b>Procurement:</b></p> <ul style="list-style-type: none"> <li>● Carry out procurement activities of TIH including but not limited to identifying and interacting with vendors, processing tenders, receiving and processing quotations, issuing purchase orders, receiving delivery and releasing payments!</li> <li>● Ensure that all purchase activities are carried out according to the rules applicable to such purchases.</li> <li>● Maintain proper records of all purchase activities and inventory Skill Required</li> <li>● Excellent skill in using accounting software such as Tally /ERP/SAP for account maintenance and reporting.</li> </ul> <p><b>Skill</b></p> <ul style="list-style-type: none"> <li>· Very good skills in MS office/ Tally/ERP/SAP.</li> <li>· Very good verbal and written communication skills.</li> <li>· Should be comfortable using English for verbal and written communication.</li> </ul>
Tenure of appointment	Initially for a period of 1 year with a provision of extension with upto 6% increment of base salary subject to performance of the incumbent and continuation of the project. The service shall be liable to termination at any time by notice of one month in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee.
Age	Not more than 45 Years as on closing date of advertisement.
Relaxation	Above conditions and criteria may be relaxed for candidates with exceptional qualifications and experience.

<b>Name of the Post</b>	<b>Project Manager- Operations</b>
No. of post	1 (One)
Emoluments (Consolidated)	<p>INR 40,000 to INR 50,000/- 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>6 % annual increment will be applicable subject to satisfactory performance..</p>

<p>Minimum Educational Qualification (EQ) &amp; Experience</p>	<p><b>EQ:</b> Post-Graduate Degree in Management/ Engineering from reputed and recognized Institutes/Universities with Five year relevant experience in business operation .</p> <p><b>Desirable:</b> The candidate should have (a) Excellent written and oral communication skills in English (c) Knowledge of computer operating Tool like Microsoft Word , Excell , Power Point ,Outlook and project Management (d) Ability to drive result oriented team (d) Previous experience of working with diverse groups (government bodies, corporates, social organizations and administrators) and multidisciplinary teams (f) Strategic focus on planning and implementing diversification and accounting.</p>
<p>Job Requirements</p>	<p>The primary responsibility of Project Manager – Operations is to manage the incubation programs and operations activities that involves meeting the goals and deliverables of the programs run by the TIH. Manage the day-to-day interaction with the Incubates/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 CEO, TIH leadership. Major role expectations are as given below:</p> <p><b>Management of Start-up Programs</b></p> <p>Plan and execute start-up support programs run by the TIH as per scheme guidelines and policies, proposals writing, 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><b>Manage start-up portfolio.</b></p> <p>Coordinate the selection and on boarding of start-ups to start-up support programs Manage documentation and agreements with the supported start-ups. Analyse financial statements, forecasts, funding requirements and other needs of start-ups. Monitor the progress of start-ups with respect to agreed deliverables and assist as needed Start-up Support 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</p> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>▪ Develop and maintain relationships with investors, Government bodies, service companies,</li> <li>▪ Organise and coordinate events, workshops, and training programs of the TIH.</li> <li>▪ Manage and maintain outreach channels such as website, social media pages, newsletters etc. and maintain brand awareness</li> <li>▪ Assist Incubation program leads in selecting and onboarding start-up companies</li> <li>▪ Training program leads in mobilizing participants for various training programs of TIH IIT Patna</li> <li>▪ Create and maintain marketing materials including leaflets, posters, flyers, newsletters, e-newsletters brochures, videos and other marketing collaterals</li> <li>▪ Maintain and update databases of potential incubatees and partners</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Preparing presentations, success stories and other documents for TIH</li> <li>▪ Other activities as assigned by the management from time to time</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>▪ Very good people management skills</li> <li>▪ Very good co-ordination skills</li> <li>▪ Very strong written and verbal communication skills in English and Hindi</li> <li>▪ Ability to work on MS Office specifically Word and PowerPoint and Project Management tool</li> <li>▪ Graphics, digital marketing skills/certification desirable, etc.</li> </ul> <p><b>Experience:</b> 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. 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>
Tenure of appointment	Initially for a period of 1 year with a provision of extension with upto 6% increment of base salary subject to performance of the incumbent and continuation of the project. The service shall be liable to termination at any time by notice of one month in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee.
Age	Not more than 45 Years as on closing date of advertisement.
Relaxation	Above conditions and criteria may be relaxed for candidates with exceptional qualifications and experience.

<b>Name of the Post</b>	<b>Assistant Officer - Training</b>
No. of post	1 (One)
Emoluments (Consolidated)	INR 20,000 to INR 25,000/- plus @9%HRA per month or on-campus accommodation subject to availability. It will be decided based on qualifications and expertise/skill sets. 6 % annual increment will be applicable subject to satisfactory performance..
Minimum Educational Qualification (EQ) & Experience	<b>EQ:</b> Graduate Degree from reputed and recognized Institutes/Universities with one year relevant experience in Accounting . <b>Desirable:</b> The candidate should have (a) Post graduation degree in Business management b) Excellent written and oral communication skills in English (c) Knowledge of computer Toll like Microsoft office (d) Ability to drive result oriented team

Job Requirements	<p>Assistant Officer -Training will be responsible for training programme -related activities of TIH under HRD and Skill development programme and to perform any other jobs as assigned by TIH from time to time. Key job responsibilities of the role are:</p> <ul style="list-style-type: none"> <li>● Identifying the new area of skill development programme and preparation of proposal for training programme ,</li> <li>● Identification of beneficiaries and maintaining database of beneficiaries</li> <li>● Tele calling and relationship building with stakeholders.</li> <li>● Designing of curriculum of training programme and identification of training partners</li> <li>● Create and maintain marketing materials including leaflets, posters, flyers, newsletters, e-newsletters brochures, videos and other marketing collaterals</li> <li>● Management of LMS / online conducting training programme.</li> <li>● Organisaing events /Workshop related to training programme.</li> <li>● Providing support to the TIH team and Senior Management of TIH</li> <li>● Provide administrative support for an operations team</li> <li>● Perform other duties as assigned by the TIH</li> <li>● Manage and maintain outreach channels such as website, social media pages, newsletters etc. and maintain brand awareness</li> <li>● Financial management of training programme</li> <li>● Maintain proper records of all activities rting.</li> </ul> <p>Skill</p> <ul style="list-style-type: none"> <li>▪ Very good people management skills</li> <li>▪ Very good co-ordination skills</li> <li>▪ Very strong written and verbal communication skills in English and Hindi</li> <li>▪ Ability to work on MS Office specifically Word ,Excel and PowerPoint</li> <li>▪ digital marketing skill.</li> </ul>
Tenure of appointment	Initially for a period of 1 year with a provision of extension with upto 6% increment of base salary subject to performance of the incumbent and continuation of the project. The service shall be liable to termination at any time by notice of one month in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee.
Age	Not more than 45 Years as on closing date of advertisement.
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Link for Registration for walk in interview : <https://forms.gle/ecuV7F7egidYSNHo8>

**Last Date for Registration for Walk in Interview : 20th July 2023**



**Tentative dates of Walk in Interview : Last week of July 2023**

**Note : visit the website of IIT Patna for further updates on final interview dates.**

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**For any query, please write to: [vishleshan-i-hub-foundation@iitp.ac.in](mailto:vishleshan-i-hub-foundation@iitp.ac.in)**

Recent passport size photo photograph and photocopies of relevant certificates and other testimonials in support of age, qualification and experience etc. will be collected and verified at an appropriate stage.

**General Information / Details about the post**

1. Appointment is purely temporary and will co-terminus with one month notice or compensation.
2. The appointed person shall have no claim of appointment / absorption in any companies, departments or centres of IIT Patna.
3. The appointment of the applicant will be governed by the terms & conditions of the I-HUB in effect on time-to-time basis.
4. The qualification prescribed should have been obtained from recognized Universities/ Institutions.
5. The prescribed educational qualification & experience are the bare minimum and mere possession of same does not entitle candidates to be considered for the selection process. TIH,IIT Patna reserves the right to fix higher criteria for selection of eligible candidates from those satisfying advertised qualification and requirement of the project post.
6. Age relaxation commensurate with experience of the applicant may be considered for deserving candidates with the prior approval of the competent authority.
7. Salary will not be a constraint for exceptionally deserving candidates.
8. Relaxation in requirement of qualification and/or experience may be considered in case of exceptionally meritorious applicants with the prior approval of the competent authority.
9. In case, a selected candidate does not join or resigns after joining the post, waitlisted candidate/s may be offered the position.
10. No TA/DA will be admissible for appearing for the interview.
11. No interim enquiries / correspondence / communication / of any sort will be entertained on the matter.
12. Canvassing in any form and / or bringing any influence, potential, or otherwise will be treated as a disqualification for the post applied for.
13. Jurisdiction area will be Patna.