



Dated: 27-01-2022

FOUNDATION FOR INNOVATORS IN SCIENCE AND TECHNOLOGY

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

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

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RECRUITMENT DRIVE FOR Chief Executive Officer (CEO)

The Foundation for Innovators in Science and Technology (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	Compensation
Chief Executive Officer (CEO)	1	Post-Graduate Degree in Science / Business Management / Engineering and preferably MBA. At least 10 years' experience of which 3 years in a position of authority, preferably CEO, managing an office or department having ease in Liaising with Govt. offices and corporate houses. Proven record of experience in handling multidisciplinary people and organizations.	Upto Rs.10-15 lakhs annual (based on experiences) fixed salary (No allowances and accommodation)

Experience and Skill Set Requirement

The candidate should have (a) Proven experience as CEO or any other senior managerial position
b) Excellent written and oral communication skills in English (c) Ability to drive result oriented team
(d) Experienced in controlling and guiding compliances (e) 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.

Role of CEO

As a Section-8 company, the CEO would manage / coordinate / lead multifarious operational roles like – project management, business development, finance and administration. The Job description is not exhaustive and the post holder may, from time to time, be required to undertake other related duties. The CEO will be responsible to create and lead a team of professionals to achieve the end objectives of FIST. The company has an office within IIT Patna and will have staff strength of around 5 Technical staffs and 3-4 other supporting staffs (tentative number). Also, a number of student's /faculty members will be part of the eco-system.

Responsibilities

- Being the founding CEO, define and build the core nucleus of the organization, structure, functioning processes in line with the purpose and vision of the hub.
- Build relationships with all stakeholders (professors, researchers from other Institutes/universities and research organizations in India and abroad, start-up companies, industries, etc.).
- Should be able to work with Board of Directors of the company and the Incubator Governing Body.
- 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 and manage funds for the company in order to be self-sufficient as soon as possible.
- To assist the hub in approving allocation of funds to various joint projects with IIT Patna and also external joint projects, monitor progress of these projects and provide periodic reports to the FIST Board.
- Other related works assigned time to time by the Board of Directors.
- To carry out financial appraisal of projects
- To prepare/examine financial statements of the company and highlight achievements and failures and suggest course corrections
- To monitor Key Result Areas as defined by the Board
- To prepare agenda for Board meetings and circulate the same amongst board members sufficiently in advance

Age: Less than 50 years

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

The position is 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. Company may withdraw or discontinue any position 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 info_tbi@iitp.ac.in by **21/02/2022**. The few best candidates will be called for test/interaction/interview.

All candidates are also required to submit/ send the application form in prescribed format along with copies of documents proving eligibility and experience **BY HARD COPY** via registered/ speed post on or before **24-02-2022** to the address given below.

The post applied for should be specified on the envelope.

Dr. Karali Patra

(PROFESSOR IN-CHARGE, TBI)

Room no. 503, 5th floor, Block 9,

Foundation for Innovators in Science and Technology (FIST)

Indian Institute of Technology Patna

Amhara Road, Bihta, Patna-801106 Bihar, India

Email: pic_tbi@iitp.ac.in

Note: Last date for submission of applications through the mail is 21-02-2022 & By hardcopy is 24-02-2022. 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 OR www.fistiitp.com > Notification

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 or www.fistiitp.com).