

FOUNDATION FOR INNOVATORS IN SCIENCE AND TECHNOLOGY**A NIDHI-TBI funded by DST, Govt. of India**

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RECRUITMENT DRIVE FOR CEO AND OTHER POSITIONS (Temporary)

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
CEO	1	PhD in Engineering or Science/ MBA/MTech with graduation in Engineering or Science with relevant experience.	Upto Rs.10-15 lakhs annual (based on experiences) fixed salary (No allowances and accommodation)

Experience and Skill Set Requirement

- Candidate with Ph.D. must have more than 5 years of work experience with at least 2 years in leading an organization or organization unit of significant size (overall responsibility)
- Candidate with M.Tech. must have more than 10 years of work experience with at least 2 years in leading an organization or organization unit of significant size (overall responsibility)
- Candidate with MBA must have more than 10 years of work experience with at least 2 years in leading an organization or organization unit of significant size (overall responsibility)
- 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, industry academia collaboration and venture capital investment will be an added advantage.

Role of CEO

As the newly formed 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 will have an office within IIT Patna and will have staff strength of around 5 Technical staffs and 4-5 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

Requirement:

- Prior experience in translational work of research into products in industry, association, and similar organizations.
- Is a successful senior 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 management skills, people management and intra personal skill.
- Should be willing to travel extensively and his/her life situation should allow for that.
- Skill of effective communication, collaboration/partnership, organizational development and planning, execution and strategy formulation.
- Strong business acumen
- Experience skill in marketing/business development and operation management.
- Strong bias for action.
- Very good presentation skill and verbal and written communication skills.
- Strong analytical and problem-solving skills.

Age: Less than 50 years

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

Designation	No. of positions	Educational Qualification	Annual Compensation
Senior Accountant	1	B. Com (Hons) /M.Com with relevant experience.	Upto Rs. 3-4.5 lakhs annual (based on experiences, and negotiable) fixed salary (No allowances and accommodation)

Experience and Skill Set Requirement

Experience

- The candidate must have a minimum of 3 years of the relevant work experience in accounting and purchase with Bachelor's degree in Commerce. The candidate with M.Com must have 1 year of experience in accounting and purchase.
- Work experience in the government organization / industries will be an added advantage.

Skill Required

- Excellent skill in using accounting software such as Tally for account maintenance and reporting.
- Very good skill in MS office.
- Very good verbal and written communication skills.
- Should be comfortable in using English for verbal and written communication.

Job Description

The executive-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 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 to applicable rules of accounting and taxation.
- Maintain payroll data, prepare and process monthly payrolls based on payrolls rules.
- Ensure that financial transactions are carried out in compliance to government rules.
- Timely tax payment to the government and carrying out necessary compliance actions
- Prepare utilization certificates (UC)
- Provide account related reports to management as needed.
- Other activities as assigned by the management from time to time.

Age: Less than 40 years.

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

Designation	No. of position	Educational Qualification	Compensation
Attendant	1	10th Minimum Relevant experience in the field will be preferred.	Upto Rs. 1.5-2.0 lakhs annual (based on experiences) fixed salary (No allowances and accommodation)

Job Responsibilities:

- Assist with day to day operation in organizing files, copying and scanning files.
- Updating paperwork, maintaining document and word processing.
- Coordinating in events and meeting as necessary.
- Creating, maintaining and entering information into registers.
- Ensure neat and clean office area maintain effective environment both employee and customers.

Other Essential Skills:

- Polite and presentable with good interpersonal skills.
- Ability to read, write and understand Hindi and/or English.

Age: Less than 40 years

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

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. 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 pic_tbi@iitp.ac.in by **20/07/2021**. 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 to the address given below.

The post applied for should be specified on the envelope.

Dr. Karali Patra
(**PROFESSOR IN-CHARGE, TBI**)

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Note: Last date for submission of applications is 20-07-2021. 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).