

IIITD Innovation & Incubation Center

A Section (8) Company Promoted by IIIT Delhi



Job Opportunities at IIITD Innovation & Incubation Center

We are happy to announce an exciting opportunity of role of Assistant at IIITD Innovation & Incubation Center.

About IIITD Innovation & Incubation Center

IIITD Innovation & Incubation Center (IIITD-IC) is a Section 8 company promoted by IIIT Delhi. The Company was established in 2017 with the goal of promotion of Entrepreneurship, Innovation and support the Start-ups. IIITD-IC is functioning as a Technology Business Incubator under Department of Science & Technology (DST), Govt. of India, as an Incubation Center under initiative of Department of Training & Technical Education, Govt. of NCT of Delhi, and as a TIDE 2.0 Center of Ministry of Electronics and IT (MeitY), Govt. of India.

The Company is located within the lush green campus of IIIT Delhi in Okhla, New Delhi.

Job Description

We are inviting applications for role of Assistant who can provide business and administration support to IIITD-IC Team.

Expectations from You

You should be very good in communication, quantitative analysis, handling challenges; with excellent skills in MS-Office, strong commitment and working capabilities.

Eligibility & Number of Openings

- Eligibility: You should minimum be a graduate from a recognized university and have 2-3 years of experience in business, operations and administration.
- No of Openings: One (1)

Terms

- i. The role is contractual in nature, and initially the contract shall be of one (1) year, renewable as per the discretion of IIITD-IC.
- ii. Monthly remuneration: INR 20,000/- in total
- iii. Work Week: Monday to Saturday

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Key Responsibilities

1. Preparation of reports / presentations / documents as per inputs from IIITD-IC Team.
2. Providing support in operations, administration, and other incubation activities.
3. Maintaining office records, files, and data in proper manner.
4. Supporting in facility and stores management.
5. Field work on need basis.
6. Any other essential office work, as per office needs.

Selection process

Please send in your application through online mode. If your application is shortlisted, then there shall be a personal interview.

Applications

Applications would be accepted through online mode only. Please apply through this link - bit.ly/iiitdicassistant before 14th March 2021.

Keep your CV and covering letter ready as separate documents, as they have to be uploaded as part of online application.

In case of any query, email us at info@iiitdic.in.

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