
Job Opportunity at IIITD Innovation & Incubation Center

We are happy to announce an exciting opportunity of role of Executive (Incubation) at IIITD Innovation & Incubation Center. *This role has high growth and career progress opportunity, with lot of visibility in the industry.*

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, as a TIDE 2.0 Center of Ministry of Electronics and IT (MeitY), Govt. of India and as a PRAYAS Center under Department of Science & Technology (DST), 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 **Executive (Incubation)** who can provide business and operations support as being part of IIITD-IC Team.

Expectations from You

- Possess good communication skills, quantitative analysis skills
- Keen in handling challenges and show strong commitment & working capabilities
- Possess excellent skills in MS-Office
- Self-driven and excited to work with start-ups
- Ability to work with diverse groups including businesses, entrepreneurs, universities, the public and economic development organizations
- Positive attitude towards achieving results and building the eco-system

- Team player
- High on integrity and work ethics

Eligibility & Number of Openings

- Eligibility: You should be minimum a graduate from a recognized university and have 3-5 years of experience in business / operations (preferably recognized incubator).
- No of Openings: 1-2

Terms

- i. The role is contractual in nature, and initially the contract shall be of six (6) months, renewable at discretion of IIITD-IC.
- ii. Fixed monthly remuneration during initial contract: INR 45,000 – 58,000/- per month, depending on candidate's fitment to the role.
- iii. Work Days: Monday to Friday; and alternate Saturdays
- iv. Candidate should be open to travel on work related requirements

Key Responsibilities

1. Providing regular support to start-ups & helping them with their operational challenges.
2. Tracking innovative activities being carried out by various national incubators / accelerators.
3. Preparation of reports / presentations / documents as per the requirements of various funding agencies.
4. Providing support in operations, administration, and other incubation activities.
5. Maintaining office records, files, and data in proper manner.
6. Driving incubated start-ups to provide regular business information updates.
7. Preparing start-ups files & incubation services agreement.
8. Sharing of information with start-ups relating to events/activities in the ecosystem.
9. Coordinating with student group of IIIT Delhi for smooth conduct of events organized by them.
10. 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 / selection process as prescribed by the Company. The results of the selection process would be considered as final.

Applications

Applications would be accepted through online mode only. Please apply through this link – <https://iiitdic.in/careers/> before May 4th, 2022.

Keep your CV and covering letter and digital photograph ready have to be uploaded as part of online application.

General Information

1. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for interview. In this regard the decision of the Company / Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.
2. Shortlisted candidates will be informed for written test/ interviews through registered e-mail only. No communication would be sent to rejected candidates.
3. Company reserves the right to restrict the number of candidates for written test/interview to a reasonable limit, on the basis of qualification and experience.
4. Company reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. Qualifications/experience, age may be relaxed for exceptional candidates based on the decision of Company.

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