

## **Advertisement for Technical Executive (Incubation)**

### **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 to promote Entrepreneurship, Innovation, incubation, and acceleration services to Startups providing technology and management consultancy services and infrastructure support. IIITD-IC is functioning as a Technology Business Incubator under the Department of Science and Technology (DST), Govt. of India, as an Incubation Center under the initiative of Department of Training and Technical Education (DTTE), Govt. of NCT of Delhi, TIDE Center of Ministry of Electronics and IT (MeitY), Govt. of India and as a PRAYAS Center under the Department of Science and Technology (DST), Govt. of India.

The Company is located within the lush green campus of IIIT Delhi in Okhla Phase 3, New Delhi.

IIITD Innovation & Incubation Center is inviting applications from passionate and qualified Indian nationals for the post of **Technical Executive(Incubation)**.

### **Job Description**

We are inviting applications for the role of **Technical Executive(Incubation)** who can provide technical and operations to support to startups and innovators in the Design Lab related activities.

### **Eligibility**

#### **Qualifications & Experience:**

B.E./B.Tech in Computer Science or IT or Instrumentation or Electronics or Mechanical or Electrical or Mechatronics or MSc with minimum 3 years or B.Sc., BCA, BBA with minimum 4 years or M.Tech. with a minimum 2 years of experience. Candidates having suitable experience from other branches of technology or engineering can be considered.

#### **Desirable**

- Knowledge of Operating or Programming of Conventional & Non-Conventional Machines, 3D Printers & available machines at Design Innovation Lab like PCB fabrication, soldering, laser cutting, etc.
- Familiarity with various software and hardware in a Design/Fab Lab and equipment, devices and sensors, etc.
- Good documentation and presentation skills
- Research-oriented attitude for pursuing research and reporting various best practices followed in the ecosystem

Preference will be given to candidates having experience in Maker's lab or experience with digital fabrication labs.

Age preferably should not be more than 30 years.

## **Terms**

1. The role is contractual with an initial service contract of 2 years with 6-months' probation.
2. The contract will be renewed subject to satisfactory performance and as per the discretion of IIITD-IC.
3. The remuneration will be fixed within the range of Rs 45,000 to Rs 58,000 per month depending on the experience and fitment in the role
4. A higher salary may be offered for exceptional candidates with higher qualifications and suitable experience.
5. Candidate should be open to travel in case of requirements

## **Key Responsibilities**

This is a cross-functional role and the candidate is required to

- Manage and maintain DI lab, Incubation assets, equipment and devices, electronic items, IT infrastructure and ensure smooth operations in the labs
- Candidate should have operational knowledge of various equipment and devices in a maker space e.g., 3D printers, laser cutting machine and electronic and design tools, PCB machines
- The candidate should know various design software and should have a passion for researching and identifying new technologies and software in the areas
- Provide technical support and guidance to incubatee and other stakeholders, coordinate with manufacturers and vendors for procurement, maintenance and support of machines
- Coordinate with other labs of IIITD/various partners and vendors/Incubation Centers for association and partnerships
- Organize and conduct events, workshops, training programs, talks and hackathons
- Monitoring and evaluation of the performance of incubatee, engaging with incubatee and extending support regularly for their technical and business needs
- Reporting on utilization of funds, assets utilization and other events and activities
- Handling various operations of the incubation center, e.g., invoicing, monitoring, reporting, file management, etc., and other responsibilities assigned from time to time.
- Design sops and best practices and knowledge base
- The candidate is expected to have a research-oriented attitude to independently research best practices and existing knowledge base and present them to the management
- Should have good presentation skills and documentation skills and have a basic understanding of using social media channels

The candidate should have good communication skills and be required to manage and maintain relationships with different stakeholders, including startups and mentors.

The selected candidate can be assigned other responsibilities and be assigned to other departments based on the Company's business requirements.

## **Selection Process**

Please send in your application through online mode only. If your application is shortlisted, you will be called for a personal interview. The results of the Selection process would be considered final.

## **How to Apply**

Interested candidates may apply online at <https://iiitdic.in/careers> by 5<sup>th</sup> June 2022.

Keep your CV, digital photograph and covering letter handy

**Last Date – 5<sup>th</sup> June 2022**

## **General Information**

1. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for an interview. In this regard, the decision of the Screening Committee/Company will be final and no request will be entertained in this regard through any means.
2. Shortlisted candidates will be informed for written tests/interviews through registered email only. No communication would be sent to rejected candidates.
3. The Company reserves the right to reject any or all the applications without assigning any reasons thereof.
4. Eligibility may be relaxed for exceptional candidates based on the decision of Company.

In case of any query email us at [info@iiitdic.in](mailto:info@iiitdic.in)