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## **Job Opportunity at IIITD Innovation & Incubation Center**

We are happy to announce an exciting opportunity for the role of **Incubation Executive** at IIITD Innovation & Incubation Center. The role requires hardworking, committed, focused and intelligent, self-driven candidates who intends to be engaged in various aspects of functional areas (Social Media, Outreach, Database Management etc.) and start-up eco-system and be part of the team that is managing and growing the Incubation Center.

### ***Incubation Executive***

**Number of Openings:** Two

### **Experience and Knowledge**

Minimum two years of experience in Incubation Centers, Entrepreneurship, Start-ups, etc. The candidate should have aspiration to learn and grow, solving problems through smart thinking and working; should be good at handling social media tools/ platforms, well versed with MS Office suites, design tools like Canva, Adobe Photoshop, Video editing softwares and similar other tools.

### **Roles and Responsibilities:**

- Preparing call for proposals for various schemes
- Handling inflow of incubation applications, interacting with the startup applicants
- Submission of reports/ information on funding scheme specific portals
- Database management
- Planning and developing social media campaigns
- Designing compelling content
- Managing and updating regularly social media profile pages of Incubation Center
- Designing and circulating quarterly/ half yearly news letters
- Organizing events online as well as offline, post event publicity and analysis
- Industry research, Data analysis, and tracking Govt. schemes

**Compensation:** In the range of INR 4.0-4.5 Lakhs annual CTC, depending on experience and skills.

**Age:** Less than 30 years

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**Essential:** Graduate Degree in Digital Marketing, Mass communication, Engineering or Science, from a recognised University. Candidate should have excellent verbal and written communication skills.

**Desirable:** Higher level degree e.g, MBA, Masters in Mass Communication or similar post graduate qualification in business / economics etc.  
Certifications in Sound, Audio, and Video Technology

**Tenure:** 3-Year service contract with 06 months probation. The position is extendable on performance.

**Selection process:** Please apply online <https://iiitdic.in/careers/> by April 26<sup>th</sup> 2023. Keep your CV, covering letter, digital photograph, education and experience certificates ready which will have to be uploaded as part of online application. The shortlisted candidates will be called for personal interview(s) as required by IIITD-IC. The results of the selection process would be considered as final. In case of any query, email us at [info@iiitdic.in](mailto:info@iiitdic.in).