

Appointment of Staff for NITJ Technology Business Incubator

NITJ Technology Business Incubator (NITJ TBI), that has been set up at Dr B R Ambedkar National Institute of Technology Jalandhar with the support from Department of Science and Technology, invites applications for appointment of following staff on Temporary/Contract basis.

Sr No	Designation	Positions	Monthly Salary (Fixed)
1.	TBI Chief Executive Officer	1	Rs 1,30,000/-
2.	TBI Manager	1	Rs 40,000/-

The appointment shall be initially for a period of 1 year that can be further extended if the performance is found to be satisfactory. Applicants are required to submit their biodata along with copies of self-attested supporting documents/certificates in a sealed envelope. The position applied for should also be clearly mentioned on the envelope. The last date for receiving the applications is **March 25, 2019, 5:00 pm**. The applications (hardcopy) should be sent at the following address.

Co-ordinator
NITJ Technology Business Incubator
Dr B R Ambedkar National Institute of Technology
Jalandhar – 144011. Punjab

Applications can also be emailed to tbi@nitj.ac.in and should include as attachment the biodata along with all supporting documents/certificates.

For any query, you can contact the NITJ TBI Co-ordinator Dr Arun Khosla at +91-9888068332

The descriptions for various job positions above viz. education, experience, responsibilities, requirements, eligibility etc. are as follows:

TBI Chief Executive Officer

CEO shall be responsible, primarily for achieving the objectives and goals of the NITJ Technology Business Incubator in a sustainable and growth-oriented manner. S/he will be the prime interface for entrepreneurs and responsible for managing the operations, planning, marketing and development of NITJ TBI. This position requires a team player with proven leadership qualities, excellent marketing & organization skills with a professional attitude.

Job Duties and Responsibilities

CEO will be completely responsible for leading the TBI operations. This would be inclusive of the following:

- Overall planning the activities, resources and operations of the Incubator
- Create Incubation plans and implement them, assist in writing business plans, keep track of the Incubation process, help the incubatees prepare proposals for getting funding etc.
- Plan various workshops/events/conferences for the Incubator
- Develop the mentor network for the incubator and work with them to make the incubated venture successful
- Forge partnerships with other organizations for providing services to the incubatees or the incubator, liaison with the government and industries
- Marketing the Incubator and actively promote it through various channels
- Partnerships with angle investors and venture capitalists
- Managing the TBI team and facilities
- Advisor to Incubatees on few key functions (based on the CEO's background & Expertise)
- Manage the TBI with stringent financial practices as per the policies and guidelines of DST
- Co-ordination with academia and students
- Complying with all regulatory requirements
- Any other activities which requires the CEO's involvement

Requirements

Knowledge of

- Business incubation programs
- Startup Ecosystem
- Venture Capital and Angel investing
- Marketing
- Research methods
- Public relations
- Program coordination
- Intellectual Property Law

Education

Essential

- First Class Bachelor's Degree in Engineering/Science/Arts/Management/Commerce from a Government recognized Institution/University

Experience

Essential

- The candidate should have a minimum of 7 years of experience at senior level

Desirable

- Experience in Leadership Position in a business Incubator *or*

<ul style="list-style-type: none"> • Experience of starting/owning/operating and/or managing a business/startup • Master's Degree in Business Administration from a Government recognized Institute/University
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Salary

Rs 1,30,000/- per month (fixed)

In case of deserving candidates, some of the conditions may be relaxed

TBI Manager

Job Duties and Responsibilities
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TBI Manager will be responsible for day-to-day operations of the incubator. This would be inclusive of the following:

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| <ul style="list-style-type: none"> • Be the key point of contact for all incubatee queries • Organize/coordinate various workshops/events/seminars in TBI • Prepare all required reports and maintain a comprehensive set of records of all activities in TBI • Facilities Management (Services & Maintenance), Internet Services, Wi-Fi Services, Common Equipment/Facilities Usage Monitoring etc. • Any other activities which requires the Manager's involvement. |
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Requirements

Knowledge of

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| <ul style="list-style-type: none"> • Business incubation programs • Public relations • Program coordination • Accounting • Facilities Management • Administration |
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Education and Experience

Bachelor's/Master's degree from Government recognized Board/University with 3-4 years of related experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Salary

Rs 40000/- per month (fixed)

In case of deserving candidates, some of the conditions may be relaxed
