

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	Monthly Salary (Fixed)
1.	TBI Chief Executive Officer	Rs 1,30,000/-
2.	TBI Manager	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.

Applications can be emailed to tbi@nitj.ac.in and should include as attachment the biodata along with all supporting documents/certificates clearing mentioning the position applied for in the subject of mail.

Last date for receiving application is **March 23, 2020**.

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

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**

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

- 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.

Requirements

Knowledge of

- Business incubation programs
- Public relations
- Program coordination
- Accounting
- Facilities Management
- Administration

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.

Salary

Rs 40000/- per month (fixed)

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