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 6 months that can be further extended if the performance is found to be satisfactory.

Applications can be emailed to tbi@nitj.ac.in, clearly mentioning the position applied for in the subject of mail. The application should include the following files as attachment
- Biodata along with all supporting documents/certificates.
- A brief (2-3 pages) strategic plan for your role as TBI CEO [This is only for TBI CEO applicants]

Note- Please send all the above mentioned documents in a single email.

Last date for receiving application is **July 05, 2021.**

For any query, you can contact –
NITJ TBI Office +91-9882979174 or
NITJ TBI Co-Coordinator Dr Sukwinder Singh at +91-8174802076.

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

Experience
<u>Essential</u>
- The candidate should have a minimum of 7 years of experience at senior level
<u>Desirable</u>

- 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

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