



IIT Ropar - Technology Business Incubator Foundation

(A Section - 8 Company under the Companies Act 2013)



Call for the recruitments at IIT Ropar Technology Business Incubator Foundation

ADVERTISEMENT: 03

October 2020

Sr. No.	Name of Post	Number of Post/s	Qualification/s
1	Office Executive / Assistant	01	<ul style="list-style-type: none">• Master Degree (preferably MBA) from recognized university with minimum 60% marks with 2 years relevant experience of office administration.• Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.• Having typing speed of 40 w.p.m. in English typing on computer.
2	Account Executive / Assistant	01	<ul style="list-style-type: none">• B.Com or equivalent qualification from recognized university with minimum 60% marks in the qualifying degree with 2 years relevant experience of accounts operations. Master degree will be preferred.• Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc.• Proficiency in typing in English on computer and also in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.• Having typing speed of 40 w.p.m. in English typing on computer.
3	Lab / Workshop Technician	01	<p>Three years Diploma in Electronics / Instrumentation/Mechanical Engineering branch (after 10+2 with Physics, Chemistry & Math) with a minimum 60% marks marks in the qualifying degree from a recognized University /board with 2 years' experience in handling workshop / Lab equipment's.</p> <ul style="list-style-type: none">• Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.



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- Age** : Not more than 30 years as on 1st October, 2020 (common for all posts)
- Salary** : 18000 - 20000 per month (common for all posts)
- Job Type** : On purely contractual basis, initially for six months. Will be extended on the basis of performance. Six days working in a week is a prerequisite.
- Desirable** : Candidate having own conveyance will be preferred. Should be ready to stay – late hours in the office occasionally.

Last date for receiving application thru ONLINE ONLY: October 23, 2020

Send your CV to tbioffice@iitrpr.ac.in

Terms and Instructions

1. Only shortlisted candidates will be contacted / informed through mail.
2. IIT Ropar TBIF reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written test /or interviews. The decision of the company in this regard will be final.
3. Documentary evidence in support of all educational and professional qualifications will be required to be produced when specified.
4. The company can verify all the documents submitted by a candidate before appointment, at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, then his / her services shall be terminated.
5. If, it is found at a later date that any information given in the application is incorrect / false the candidature / appointment is liable to be cancelled / terminated.

About IIT Ropar TBIF: To strengthen entrepreneurship & start-up ecosystem in Indian Institute of Technology Ropar and the country at large, the institute has been running a technology business incubator at its campus, which is an independent Section 8 Company, registered as IIT Ropar Technology Business Incubator Foundation (TBIF). It was formed in 2016 to host Technology Business Incubator (TBI) under NIDHI TBI Scheme of Department of Science & Technology, Government of India.