



IIT Ropar

Technology Business Incubator Foundation



(A Section 8 Non-Profit Entity of IIT Ropar)

Top Floor (East Wing), M. Visvesvaraya Block

Indian Institute of Technology Ropar, Rupnagar - 140001 (Punjab) India

E- mail: tbiooffice@iitrpr.ac.in

Phone: 01881-235215 (COO), 235216 (Office), 235217 (Faculty-in-Charge)

Advertisement for the position of Chief Executive Officer (CEO)

October 2022

IIT Ropar - Technology Business Incubator Foundation is looking for a Chief Executive Officer (CEO) to handle its day to day operations and help establish the incubator as an exemplary leader in the domain of technology-oriented and engineering start-ups.

Soft skills required:

- Out-of-the-box thinker with a technical bent of mind.
- Excellent writing, presentation and communication skills.
- Excellent negotiation and networking skills.
- Detailed knowledge of business incubators and business accelerator systems.
- Know-how on startup fundraising stages and equity sharing arrangements.
- General knowledge of company law.
- Good grasp over fundamentals of marketing.
- Experience with writing funding applications is desirable.

Job Description:

- Runs the incubator's daily operations.
- Manages the incubation and funding process for start-ups at IIT Ropar-TBIF.
- Sets up and navigates meetings and evaluations of start ups.
- Manages relationships with state & funding agencies, and angel & VC firms.
- Manages the disbursement of funds to identified startups.
- Follows up with incubated companies and assists them pre- and post-incubation.
- Manages the purchase processes of IIT Ropar - TBIF.
- Works relentlessly with focus on growth of IIT Ropar-TBIF through rapid addition of quality startups with high growth potential.
- Seeks and materializes external relationships that can help build the start-up ecosystem within the institute.
- Diligently keeps all records and minutes of meetings.
- Any other operational items deemed to be of significance by the faculty-in-Charge or other Directors of the organization.

Remuneration and contract period: To be determined based on qualifications and performance, respectively.

Max age limit: 35 Years

Experience requirement: 5 years of relevant work experience is preferred.

Location: IIT Ropar Main Campus, Rupnagar, Punjab (140001)

Application process: Send a 2-pages CV to tbiooffice@iitrpr.ac.in. An online and in-person interaction will be conducted if candidate's CV is selected for further evaluation.

Last Date for submitting CV: 25th October, 2022