



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 Incubation Manager

17th Nov 2022

IIT Ropar - Technology Business Incubator Foundation is looking for an Incubation Manager to handle its daily operations and help establish the incubator as an exemplary leader in the domain of technology-oriented and engineering start-ups.

Soft skills required:

- Exposure to one or more technical/engineering/scientific domains.
- Basic grasp of business incubators and business accelerator systems.
- A broad understanding of challenges faced by start-ups.
- General knowledge of start-up legal requirements.
- Good writing, presentation and communication skills.
- Networking and marketing skills.
- Experience with writing funding applications is desirable.

Job Description:

- Assists Faculty-in-Charge and/or CEO in running the incubator's daily operations.
- Coordinates the incubation and funding process for start-ups at IIT Ropar-TBIF.
- Follows up with incubated companies and assists them pre- and post-incubation.
- Manages relationships with state & funding agencies, and angel & VC firms.
- Manages ongoing engagements with external private and public stakeholders
- Assists with purchase processes of IIT Ropar - TBIF.
- 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: 30 Years

Experience requirement: 3-5 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: 2nd December, 2022