

## **ASSISTANT INCUBATION MANAGER (Advt No.: I3C/2023/002)**

Institute Incubation and Innovation Council (I3C) a section 8 company of IIT Jammu invites applications for the following position on a contractual basis (for 1 year) extendable.

### **Role**

Assistant Incubation Manager shall coordinate with Executive Management in helping setup infrastructure, process and program for a strong Incubation offering. He shall extensively work with students, Faculty and alumni to ensure entrepreneurship and innovation become an integral part of the overall system. He shall be responsible for executing various activities and programs for startups and students. He shall undertake activities for building and shaping brand image of Institute Incubation and Innovation Council (I3C). In addition, any other job assigned by CEO/PIC and/or I3C management.

The role requires a comprehensive 360\* approach to find synergies in various departments for the development of new initiatives, programs and partnerships at the institute level. He/she will be spearheading the business development, execution, and expansion of the institute's Innovation & Entrepreneurship initiatives. It will be directly involved and lead in the development of the strategy for and execution of new custom programs to chart the ambitious growth path for the institute.

### **Key Responsibilities-**

1. Developing & finding avenues of partnership with technology companies and various govt/semi-govt bodies
2. Provide support services to faculty members and students regarding various opportunities for technology translation.
3. Establishing partnerships with corporates through CSR initiatives.
4. Web management: continuous upgradation of content on the Incubator's webpage
5. Digital Marketing & Communications (Media) Lead
6. Portfolio Management & Evaluation of various incubatees
7. Events Lead
8. Institute Outreach (e-cell, Faculty Members Engagement, Interface with Student Activities)

### **Eligibility Criteria**

#### **Essential:**

##### **Educational**

- Bachelor's degree or higher in any discipline from a recognized University/Institute. Applicants. A B.Tech degree and/or an additional degree of MBA may be given preference.

##### **Experience**

- The applicant must have minimum 2 years of overall work experience, with some experience in the start-up sector, either as a start-up founder/co-founder /core team member and / or as a stakeholder of start-up ecosystem.

#### **Desirable:**

- The applicant must have a clear understanding of local, national and global start-up ecosystems and the ability to find ways to collaborate with ecosystem stakeholders.

- The applicant must possess a strong command of the English language, preferably with suitable proficiency in Hindi and is expected to be well suited in conceptualizing, compiling, and putting together papers, presentations, documents, proposals, etc.
- The applicant must have demonstrated interest to interact and connect with people and preferably have a strong professional network in the corporate/startup ecosystem.

### **Salary**

Negotiable in the range of 45,000-60,000/- p.m (all inclusive)

### **Application Procedure**

- Interested candidates are required to submit their application with detailed resume along with scanned copies of self-attested degree certificates; grade sheets/mark sheets and relevant experience certificates by e-mail to [i3c@iitjammu.ac.in](mailto:i3c@iitjammu.ac.in) latest by **23/12/2023** with subject line “**Application for the post of Asst. Incubation Manager for I3C**”.
- Only the shortlisted candidates will be intimated by e-mail only latest by **27/12/2023**.
- Hard copy of the application form with all the original certificates/documents in support of information furnished in the resume/bio-data must be produced at the time of interview failing which you may be disqualified for appearing in interview.
- Mere fulfillment of minimum qualification and experience required does not entitle a candidate to be called for an interview. Short-listing criteria adopted by I3C will be final and binding to all the applicants and no interim queries will be entertained in this regard.
- I3C reserves the right not to fill any/all posts advertised.
- Canvassing in any form or bringing outside influence will disqualify the candidate for being considered for the position.
- Kindly enclose the relevant documents/testimonials in the following order:
  1. UG degree certificate
  2. UG mark sheets/grade sheets
  3. PG degree certificate if applicable
  4. PG mark sheets/grade sheets if applicable
  5. Other relevant educational certificates if applicable
  6. Relevant experience certificates (in reverse chronological order); required experience in start-up sector should be supported by the relevant documents
  7. Aadhaar Card
  8. Proof of Income/Last salary drawn
  9. Anything else considered relevant