

Candidates are invited for the following positions on contract up to **31.03.2022**. Contracts can be renewed based on requirements of the institute and performance of the candidates. All selected candidates will be on the payrolls of FIED, the incubation center at IIM Kashipur.

### **Incubation Manager**

**Qualification and Experience:** MTech/ MBA/ PGDM/Equivalent Masters' degree in Technology/Technology Commercialization/Entrepreneurship from recognized institute

AND

Having relevant experience for at least 3 years in technology commercialization, assessing Intellectual Properties, supporting incubators; assessing and evaluating startups.

AND

One year of experience in an Incubation center is **COMPULSORY**. Please do not apply if you have never worked in an incubation center.

**Job Description:** The candidate will be on the rolls of FIED. The candidate will be required to work as a multi-disciplinary resource, including but not limited to - preparing policy documents, making training calendar, interacting with start-ups, faculty and staff; searching appropriate resource-persons, making start-up advertisements, organizing events, digital marketing, and content design. The candidate will be responsible for relationship management and collaboration with other colleges or corporates. The candidate should have good communication skills, excellent writing, and proofreading skills. The candidate is required to complete the task assigned to him/her in a time bound manner.

**Salary: Between 50,000/- per month and 60,000/- per month.**

### **IMPORTANT DATE:**

**Last date for applying – 9<sup>th</sup> May, 2021**

**Interview Dates** (Physical or through Google meet/zoom)

- a. First round of interview of Shortlisted candidates: 17<sup>th</sup> May, 2021
- b. Final Interview: 24<sup>th</sup> May, 2021

The list of Shortlisted candidates will be uploaded on the website: [www.fied.in](http://www.fied.in). Email will be sent only to the short-listed candidates.

Please note that all CVs will be screened thoroughly and only those candidates who fulfil the job requirements and have relevant experience will be invited for the interview.

**Application Mode: ONLINE**

Link: <https://forms.gle/9GGWj9B22npDjv719>

**Terms and conditions for all positions are as follows:**

- 1. All positions are based out of Kashipur**
- 2. Work timings are Monday to Saturday 9.30 am to 6 pm.**

3. The contract may be extended further subject to satisfactory performance and requirement of the Institute. Performance will be evaluated at the end of contract. This contract is not renewable automatically. The candidate will be given consolidated honorarium only (as agreed mutually) per month during the said contract period. During the period of aforesaid contract period either party can terminate the services by giving one month's notice without assigning any reason.