



**IIM KASHIPUR
FOUNDATION FOR INNOVATION
AND ENTREPRENEURSHIP DEVELOPMENT**



Candidates are invited applications for the position of Business Executive under Startup India Seed Fund Scheme at IIM Kashipur FIED. The position on contract for 11 months. Contracts can be renewed based on requirements of the institute and performance of the candidates. The selected candidate will be on the payrolls of FIED, IIM Kashipur.

About Startup India Seed Fund Scheme: The Startup India initiative of the Government of India envisages building a robust Start-up ecosystem in the country for nurturing innovation and providing opportunities to budding entrepreneurs.

Startup India Seed Fund Scheme (SISFS) aims to provide financial assistance to startups for proof of concept, prototype development, product trials, market entry and commercialization. This would enable these startups to graduate to a level where they will be able to raise investments from angel investors or venture capitalists or seek loans from commercial banks or financial institutions.

Application Mode: ONLINE

Online Application Link: <https://forms.gle/b6wZwrPWHxjm6PPn6>

Post Name: Business Executive (01 post)

Salary: upto INR 35,000.00 per month

Last Date of Application: 30.11.2025

Terms and conditions for the position are as follows:

1. The position is based out of Kashipur.
2. The contract will be for a period of **11 months** with effect from the date the candidate assumes charge. 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.

Qualification and Experience: B.Tech/MBA/PGDM/Equivalent Master degree in Business Management/Technology commercialization/Entrepreneurship from recognized institute; having relevant work experience in at least **01 year** in technology commercialization; supported incubators; assessment, evaluation of projects startups. Experience in startup ecosystem will be preferred.

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, searching appropriate resource-persons, making start-up advertisements. 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.

Startup Support and Coordination:

- Assist in identifying and selecting promising startups for incubation.

- Coordinate with startups to understand their needs and provide necessary support and resources.
- Facilitate access to mentors, industry experts, and investors for the incubated startups.

Program Management:

- Manage the day-to-day operations of the incubation centre, ensuring smooth functioning.
- Organize workshops, training sessions, and events for startups.
- Monitor the progress of incubated startups and prepare periodic reports on their performance.

Networking and Partnerships:

- Establish and maintain relationships with key stakeholders, including investors, industry partners, and academic institutions.
- Facilitate collaboration between startups and potential partners.
- Represent the incubation centre at industry events and conferences.

Important instructions: Shortlisted candidates to be informed by email/phone call. Interviews (**Physical or through Google meet/zoom**). Further instructions about interviews will be informed to the short-listed candidates. Please note only those candidates who fulfill the job requirements and have relevant experience will be invited for interviews. The selection committee reserves the right to select or reject candidates based on the fulfillment of the eligibility criteria, the quality of submitted materials, and alignment with the goals and requirements of the position. Decisions made by the selection committee are final and not subject to appeal.
