

## Recruitment Notice

Candidates are invited for the position of Business Manager and Office Assistant (For one year contract) in the Foundation for Innovation and Entrepreneurship Development (FIED) under RKVY-RAFTAAR and other projects.

Last date of application: 9<sup>th</sup> March 2026 (Monday).

Interested candidates may submit their CV at [fied@iimkashipur.ac.in](mailto:fied@iimkashipur.ac.in) on before 9<sup>th</sup> March 2026. Shortlisted candidates will be contacted via call or email for the interview at IIM Kashipur.

### Contact Numbers (in case of difficulties in finding location)

Mr. Sanjay Pal: +91-8958373321

### Terms and Conditions are as follows:

| Post                 | Salary Upto             | Job Qualification   |
|----------------------|-------------------------|---|
| Business Manager (1) | Rs 1,25,000/- per month | M. Tech/MBA/CA/PGDM/Equivalent master degree in Agriculture/ Agri- Business/ Finance/ Commerce/Marketing/Agri Marketing/Agri Economics/Economics/International Business/Technology Commercialization Entrepreneurship from recognized institute having experience of 3-5 years. Preferably experience in technology commercialization; Investment banking; Banking; Project appraisal, support incubators; Assessment and evaluation of projects startups and with experience in startup ecosystem. |
| Office Assistant (1) | Rs 30,000/- per month   | Graduation in any stream, preferably B.Com/BBA with working know ledge of accounts and computers, including MS office.  |

**Job Description:** The candidates will be on the rolls of FIED and will work under FIED – RABI Project. The candidates 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, digital marketing, and content design. The candidates will be responsible for relationship management and collaboration with other colleges, corporates, and bureaucrats. 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.

**Contract:** The contract will be valid for one year, and may be terminated anytime with a one month notice, without assigning any reason thereof. The contract is not renewed automatically but may be extended further subject to satisfactory performance and requirements of the Institute. The candidates will be given consolidated honorariums only (as agreed mutually) per month during the said contract period.

**Note:** FIED reserves the right to alter/ Change/ Cancel this Advertisement/ Recruitment without assigning any reason at any stage of recruitment process.

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