

IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2024/Hiring/05

Date: 18/03/2024

Advertisement inviting applications for the Position of ‘Assistant Manager (Incubation)’

IHUB ANUBHUTI-IIITD FOUNDATION (iHub-Anubhuti), is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) of the Government of India. It is a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. iHub-Anubhuti has been set up to create a collaboration between industries, academic institutions and government agencies to innovate and develop data-driven cognitive computing solutions.

The iHub-Anubhuti is a Hub of Research, Entrepreneurship, and Innovation in the area of Cognitive Computing & Social Sensing.

iHub-Anubhuti is looking to hire for the following positions and invites applications for the same:

Job Title: Assistant Manager (Incubation)

No. of post: Multiple

Job responsibilities include, but are not limited to the following:

1. Stakeholder Management:

- Establishing and maintaining relationships with stakeholders, including host Institute, startups, government bodies, funding agencies, sponsors, investors, industry, etc.
- Ensuring compliance with guidelines/rules of funding agencies.
- Onboarding and maintaining mentors from the industry to provide mentoring support to startups.
- Engaging with and maintaining communications with potential investors, mentors, speakers, experts and government officials for various training/selection/mentorship programs/events.

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2. Startup Portfolio Management:

- Identifying start-ups working in the area of Cognitive Computing & Social Sensing and encouraging them to apply for incubation programs for iHub-Anubhuti.
- Reaching out to partner organizations for start-up pipeline for incubation and start-up funding programs.
- Conducting awareness sessions about iHub-Anubhuti start-up programs for start-ups and students.
- Networking with the ecosystem and industry to enable startup connections.
- Conceptualizing and planning of incubation programs and funding schemes. Tracking, monitoring and reporting of start-up performance and status.
- Nurturing and guiding the startup founders in the incubation program and helping them plan the next growth phase.
- Coordinating the delivery of training sessions and workshops for start-ups.
- Conceptualizing and executing a high-touch mentoring agenda for the startups.
- Facilitating investment process for seed funding schemes.

3. Outreach:

- Planning outreach activities, events, partnerships, and collaborations to strengthen the pipeline of incubates.
- Ensuring regular social media presence by spreading awareness of incubation & funding schemes, updates/developments at iHub-Anubhuti and startup success stories.

Skill Sets, Knowledge and Experience:

- Educational qualifications: Bachelor's degree in science/engineering/business/any other relevant area.
- Experience: minimum three years of experience in the relevant area.
- Desirable:
 - Excellent communication skills.
 - Administrative and managerial skills with the ability to multitask.
 - Proficiency in Microsoft Office or compatible applications, collaborative Apps, and video conferencing tools.

Compensation, Tenure and other details:

The consolidated salary will be in the range of INR 6 Lakhs to INR 7.20 Lakhs annually. It will be a contractual position with an initial appointment period of two (02) years, extendable based on performance. There will be an initial probation period of 6 months.

How to Apply:

Interested candidates may apply on the [Application Form](#).

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General Instructions:

1. iHub Anubhuti reserves the right to increase or decrease the number of positions and also cancel the application anytime.
2. iHub Anubhuti also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. iHub Anubhuti also reserves the right to modify the designation or compensation as per the experience for suitable candidates.
4. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.
5. Shortlisted candidates will be informed for further recruitment process through registered emails only.
6. The selected candidate will be expected to join within a month from the date of Offer of Appointment.
7. This is a rolling advertisement until the positions are filled. Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.