iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)

Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems** (NM-ICPS) of the Department of Science and Technology (DST), Government of India (GoI)

Adv. No.: iHub-Anubhuti/2024/Hiring/18   Date: 04/12/2024

Advertisement inviting applications for the position of Assistant Manager Incubation

We are IHUB ANUBHUTI-IIITD FOUNDATION, 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. See https://www.nmicps.in for more details.

We are a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. Our charter includes creating Intellectual Property, Products and develop collaboration between industries, academic institutions and government agencies to innovate and developing data-driven cognitive computing solutions leveraging artificial intelligence and machine learning.

Visit https://ihub-anubhuti-iiitd.org to understand more about our mission, our work, our people and our innovations.

Job Summary:

iHub-Anubhuti is looking to hire an individual for the Assistant Incubation Manager position and invites applications for the same.

Number of Post: 1

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 iHubAnubhuti.
- 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.

Qualifications:

1. Bachelor's degree in Law/science/engineering/business/any other relevant area.
2. Minimum 3-4 years of experience in relevant area.
3. Knowledge of company Act.
4. Knowledge of MCA Portal (e.g. Company Registration, DST, DPIIT certificate, and other essential compliance)
5. Excellent communication skills.
6. Administrative and managerial skills with the ability to multitask.
7. Proficiency in Microsoft Office or compatible applications, collaborative Apps, and video conferencing tools.
8. Strong problem-solving skills and ability to work under pressure.
9. Must be a creative thinker.
10. Strong organizational and coordination skills with attention to detail.
11. Ability to work independently and as part of a team in a fast-paced environment.
12. Flexibility to adapt to changing priorities and multitask effectively.
13. Ability to work in a fast-paced, dynamic environment and manage multiple tasks simultaneously.

Salary Range: INR 6 Lakhs to 7.2 Lakhs per annum.

Work Location: New Delhi - Onsite @ IIIT-Delhi Campus, Delhi 110020.

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General Instructions:

1. iHub-Anubhuti reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of qualification and experience, etc.
2. iHub-Anubhuti also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. 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.
4. Shortlisted candidates will be informed for further recruitment process through registered emails only.
5. The selected candidate will be expected to join within a month from the date of Offer of Appointment.

How to Apply:

Interested candidates may apply on the Application Form. Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final. These are the rolling advertisements 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.

Regd. Office: Indraprastha Institute of Information Technology, GB Pant Polytechnic Extension, Okhla Phase-III, South Delhi, India, 110020, Phone: +91 11 2690 7335, **CIN** - U73100DL2020NPL374793, **GST** - 07AAFCI9520B1ZU

Website: www.ihub-anubhuti-iiitd.org, www.nmicps.in