

Advt No : I3C/2024/01  
Dated : 31.12.2024

**1. Advertisement inviting applications for the position of Incubation Manager at I3C-IIT Jammu.**

The Institute Incubation and Innovation Council is a section-8 not-for-profit organization incorporated on March 18th, 2021. Commonly referred to as I3C, this not-for-profit company endeavors to fuel the entrepreneurial pursuits of future business leaders of India. I3C is committed to support the spirit of entrepreneurship amongst the people of Jammu and Kashmir, and beyond. I3C aims to quickly become a commercial platform that is fit to incubate and introduce start-ups to the real world.

**1. 1 About the Position**

The applications for the position of Incubation Manager at I3C-IIT Jammu are invited from the Indian nationals as per the following details:

<b>Job Title</b>	Incubation Manager
<b>Location of posting</b>	I3C-IIT Jammu, NH-44 , PO Nagrota, Jagti, Jammu and Kashmir 181221
<b>Number of posts</b>	One (01)
<b>Nature of post</b>	The vacancy is to be filled up purely on fixed term basis initially for one year. It may be extended further subject to satisfactory performance.
<b>Age limit</b>	Not more than 35 years (male) / 37 years (female) (as on the last date of application)
<b>Monthly Remuneration</b>	₹ 70,000 (all inclusive)

## **1.2 Responsibilities**

- Work closely with the Prof in Charge/CEO to design, develop and run Incubation / Acceleration program.
- Act as a point of contact for roles between I3C, AIC-IIT Jammu and ACIC-IIT Jammu.
- Develop and execute strategy for outreach, scouting, evaluating, selection and on-boarding of quality and innovative startups.
- Own, develop, and execute a rolling calendar of operational and engagement strategy for the entire community, both internally and externally, including - donors, startups, investors, incubators, institutes, corporate, mentors, advisors, and domain experts.
- Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- Manage the day- to- day interaction with the Incubatees and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
- Responsible for gathering relevant information for any grant reporting and preparing and submitting grant reports where required.
- Provide information for management reporting and prepare reports as necessary.
- Perform as a liaison between the clients, businesses and the incubator throughout the region.

## **1.3 Skills and Qualifications**

### **Essential**

- Bachelor's degree in any discipline with 4 years of experience or Masters' degree in Business Management with minimum 2-3 years of experience.

### **Desirable**

- Relevant experience of working with entrepreneurs, startups, incubator or incubation consultancy.
- Possess skills required to manage Incubator/Incubate relationships including structural and operational procedures.
- Experience in being part of a growing company management team.
- Should possess a strong network in the entrepreneurial ecosystem.
- Evidence of strong organizational, interpersonal and communications skills.

- Ability to work with diverse groups including businesses, entrepreneurs, major corporations, universities, the public and economic development organizations.

#### **1.4 Application Procedure**

- Interested candidates are required to submit their application with detailed resume along with scanned copies of self-attested degree certificates; grade sheets/mark sheets and relevant experience certificates by e-mail to [i3c@iitjammu.ac.in](mailto:i3c@iitjammu.ac.in) latest by 10/01/2025 with subject line “**Application for the post of Incubation Manager for I3C**”.
- Only the shortlisted candidates will be intimated by e-mail only latest by 13/01/2025.
- Hard copy of the application form with all the original certificates/documents in support of information furnished in the resume/bio-data must be produced at the time of interview failing which you may be disqualified for appearing in interview.

#### **2. Advertisement inviting applications for the position of Office Assistant at I3C-IIT Jammu.**

The applications for the position of Office Assistant are invited from the Indian nationals as per the following details:

<b>Job Title</b>	Office Assistant
<b>Location of posting</b>	I3C-IIT Jammu, NH-44 , PO Nagrota, Jagti, Jammu and Kashmir 181221
<b>Number of posts</b>	One (01)
<b>Nature of post</b>	The vacancy is to be filled up purely on fixed term basis initially for one year. It may be extended further subject to satisfactory performance.
<b>Age limit</b>	Not more than 30 years (male) / 32 years (female)
<b>Remuneration</b>	₹ 20,000 (all inclusive)

#### **2.1 Key Responsibilities:**

As an Office Assistant, you'll be the backbone of our operations, providing crucial support to ensure smooth functioning within the innovative workspace of I3C-IIT Jammu. From managing schedules and coordinating meetings to handling administrative tasks, you'll play a pivotal role in maintaining efficiency and productivity.

## **2.2 Qualification**

Bachelor in any discipline or 12<sup>th</sup> pass with a diploma in Secretarial Practice.

### **Desirable**

- Proficiency in Microsoft Office suite (Word, Excel, Outlook)
- Effective communication skills, both verbal and written.

## **2.3 Application Procedure**

- Interested candidates are required to submit their application with detailed resume along with scanned copies of self-attested degree certificates; grade sheets/mark sheets and relevant experience certificates by e-mail to [i3c@iitjammu.ac.in](mailto:i3c@iitjammu.ac.in) latest by 10/01/2025 with subject line “**Application for the post of Office Assistant for I3C-IIT Jammu**”.
- Only the shortlisted candidates will be intimated by e-mail only latest by 13/01/2025.
- Hard copy of the application form with all the original certificates/documents in support of information furnished in the resume/bio-data must be produced at the time of interview failing which you may be disqualified for appearing in interview.