



**ADVERTISEMENT  
FOR  
Lead- Grants  
Acquisition & Funding  
Management  
IIT Mandi iHub And HCl Foundation  
A Section – 8 Company  
Location – IIT Mandi Campus**

**About IIT Mandi iHub and HCl Foundation: About iHub:** IIT Mandi iHub and HCl Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber- Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is “[Human-Computer Interaction](#).” The vision of the iHub is to be an internationally recognized hub that nurtures HCl research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit [www.ihubiitmandi.in](http://www.ihubiitmandi.in).

**Applications are invited for the position of Lead- Grants Acquisition & Funding Management**

**Apply Here:** <https://form.typeform.com/to/gI5VBN9R>

**Location: Hybrid (Remote/IIT Mandi Campus)**

### **The Role**

The Lead – Research Grants will be responsible for identifying funding opportunities, developing high-quality proposals, and managing government-funded projects end-to-end. The ideal candidate will have hands-on experience working with government bodies, ministries, or similar public-sector entities, along with a strong research orientation. The role requires expertise in conceptualising, drafting, and submitting competitive proposals for grants, tenders, and bids.

### **Responsibilities:**

- Identify relevant government, institutional, and industry funding opportunities under schemes such as MeitY, DST, BIRAC, National missions, and other central government programs.
- Lead the preparation of grant proposals, concept notes, budgets, and project justifications.
- Collaborate with internal research teams, faculty, and technical experts to gather inputs and structure proposals.
- Manage compliance, documentation, timelines, and submissions as per the requirements of government schemes and funding bodies.
- Build and maintain relationships with government agencies, funding partners, and stakeholders.
- Track project progress, prepare periodic reports, and ensure adherence to funding guidelines.
- Develop templates, SOPs, and frameworks for grant development and management.
- Support external audits, reviews, and evaluations related to government-funded projects.
- Guide junior team members and create capacity-building sessions on proposal writing and research documentation.

## Qualification:

- Bachelor's/Master's degree/PhD in Engineering, Science, Management, Public Policy, or related fields.
- Minimum 5–7 years of experience in research grant writing, government projects, or public-sector programs.
- Demonstrated experience preparing successful proposals for government-funded initiatives.
- Experience working within a government setup, academic institution, or public-sector environment is highly desirable.
- Strong understanding of national funding ecosystems, government procurement norms, and grant mechanisms.

Position	Qualification	Years of Experience
Lead-Grants Acquisition & Funding Management	Bachelor's/Master's degree/PhD in Engineering, Science, Management, Public Policy, or related fields.	• 5–7 years of relevant experience.

## Desirable Experience & Skills:

- Prior experience in drafting competitive proposals for grants, tenders, and bids.
- Exposure to working with ministries, PSUs, R&D labs, or higher education institutions.
- A proactive mindset with a passion for research-driven development and impact.

## Remuneration:

Up to INR 90,000/- per month based on experience.

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## Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCl Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.*
6. *The applications will be considered till the post is filled.*

**Contact us:** IIT Mandi iHub and HCl Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

**Email:** [hr@ihubiitmandi.in](mailto:hr@ihubiitmandi.in) Website: [www.ihubiitmandi.in](http://www.ihubiitmandi.in)

**Note:** All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions