



IIT Mandi iHub & HCl Foundation
Technology in Harmony with Human Needs

**ADVERTISEMENT
FOR
POSITION OF ASSISTANT MANAGER / SR. ASSOCIATE – INCUBATION AND ACCELERATION
AT
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 verticals of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and International Collaboration. For more information, visit www.ihubiitmandi.in

Position: Assistant Manager/Sr. Associate – Incubation and Acceleration

Key Responsibilities:

- Running incubation programs, ensuring achievement of internal goals with a specific focus on HCl. Ability to work with a partner organization in incubation and acceleration.
- Leading or participating in the selection process of the start-ups for funding and mentorship of internal process improvement projects to improve the effectiveness, efficiency, and scalability of investment management and reporting operations.
- Planning and executing regular engagement with start-ups to build expertise in industry clusters for start-ups.
- Providing/facilitating support to start-ups on various fronts and understanding the technology strengths of the start-ups for due leverage.
- Keeping track of progress and support provided to start-ups and monitoring the health of the portfolio
- Engaging with potential incubatees and creating a pipeline of applicants through programs and events.
- Designing and implementing outreach efforts/events, managing digital media presence
- Creating and maintaining data on incubated start-ups
- Reporting data and preparing reports for various funding agencies, and other internal and external needs
- Handling any other special projects/initiatives from time to time

Essential Qualifications:

- The position requires a minimum bachelor’s degree in science, engineering, business, or any other relevant area with a minimum of 60 % marks (7 CGPA). A Master’s degree will be preferable.

Position	Qualification	Years of Experience
Assistant Manager	Bachelor’s Degree	8 Years
	Master’s Degree	5 Years
Sr. Associate	Bachelor’s Degree	6 Years
	Master’s Degree	4 Years

- Should have Technology/Digital Business/ HCl background/Understanding/Experience
- The position requires a clear focus on aligning with organizational goals and a business development attitude to communicate, present, assert and speak to all the ecosystem stakeholders involved.

Desirable Skills/Traits:

- Experience working with non-profit organizations
- Ability to take the initiative
- Excellent managerial, collaboration, and networking skills with a proactive approach to work
- Excellent interpersonal and communication skills and fluency in written and spoken English
- Strong professional network
- Strong experience in working in teams, managing subordinates, and handling administration processes

Remuneration: INR 55,000/- to 90,000/- per month based on experience and the position offered.

Link to Apply: <https://xt9iuyv9fqg.typeform.com/to/Odno3UZ0>

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

Website: 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.