Gyan Circle Ventures
(Centre for Innovation and Entrepreneurship Development at IIITS)
(Established as Section 8 Company under Companies Act, 2020)
Indian Institute of Information Technology Sri City Chittoor

Advertisement for Recruitment of Manager, TBI
Reference No: IIITS/Recruitment/2023/07/05/Manager, TBI

Opening Date: July 26, 2023   Closing Date: August 09, 2023

Applications are invited for the Post of   : Manager, **Technology Business Incubator (On Contract)**

Qualification   **:** First class in B.E. /B.Tech. and MBA or its equivalent

Experience:
Minimum 4 years of experience and At least 2 years of experience with business incubators, accelerators, innovation centers or in startup ecosystems.

Skills and Attributes:
1. Excellent interpersonal communication, organizational, public speaking and written communication.
2. Effective and strong network building capabilities to establish relationships with the various stakeholders and startups
3. Good understanding of deep tech start-ups in areas such as Smart manufacturing and other areas mentioned in TIDE 2 scheme of MeitY(TIDE 2.0)

Nature of appointment :   Purely temporary and no guarantee for regular appointment
Type of role   :   Contract for a period of 11 months (extendable based on performance and the requirement of the Institute)
Location   :   Sri City, AP
Compensation   :   Commensurate with qualification and experience
Start Date   :   Immediate

Role Description:

The manager of Gyan Circle Ventures will have overall responsibility for running the incubator and meeting its set targets and goals. The primary role expectations are given below:

Promote Gyan Circle Ventures

● Ensure the visibility of GCV among start-up companies, aspiring entrepreneurs, investors, industry partners, mentors and other stakeholders involved in technology commercialization, entrepreneurship & economic development.
● Work with faculty and students of IIIT Sri City to enable coordination with entrepreneurs, partners, mentors, government bodies etc.

Incubation Activities

- Facilitate Identification & screening of promising ideas/products and help teams shape up business cases.
- Receive and process applications for incubation as per TBI policies, Onboard incubatee companies after selection.
- Support incubatee companies on various aspects of business.
- Connect incubatees to mentor networks & funding opportunities.
- Manage legal agreements with the incubatees, mentors and any other parties involved

Day to Day Operations

- Oversee procurement, set up and maintenance of equipment and infrastructure.
- Oversee compliance to the set processes and standards in all activities.
- Prepare and submit the fund status, reviews and reports related to the TBI .
- Organize training programs, workshops and other promotional events.
- Track and Report progress of to the stakeholders.
- Other activities as assigned by the Reporting officer from time to time.

Application Process

Filled in Application Form (prescribed format only) along with supporting documents with signature on each page and passport size photograph in scanned version should be sent to careers.staff@iiits.in (only) on or before 09/08/2023. However, hard copy of application along with documents should reach the undersigned before 12/08/2023 (Please note that hard copy of the application along with all documents is compulsorily required). Address for sending the hard copy of duly filled in application with supporting documents with signature on each page in a cover superscribed with "Application for the Post of Manager, TBI" by Speed Post is:

The Registrar
Indian Institute of Information Technology Sri City, Chittoor
630 Gnan Marg, Sri City
Tirupati District - 517 646, Andhra Pradesh, India

Candidates called for the selection process will be required to attend at their own expenses.

Note:
1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold a written test /skill test /interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.

4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for an interview.
6. In case of any advertisement mistake in the process of screening/selection; which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/cancel/withdraw any communication made to the candidates.
7. Candidates shall have to produce original documents for verification at the time of appearing in the selection process.
8. In case of any dispute /ambiguity /confusion that may occur in the process of selection, the decision of the institute shall be final.
9. Any corrigendum or amendment regarding this advertisement will be published on our website www.iiits.ac.in

Col.T.Umasankar, Retd.
Registrar.