



# INCUBATION CENTRE

INDIAN INSTITUTE OF TECHNOLOGY, PATNA  
Bihta Campus, Patna - 801103



Ref: ICIITP/Rect/2025/01 Dt 26.12.2025

## RECRUITMENT DRIVE FOR VARIOUS POSITIONS (Temporary)

Incubation Centre IIT Patna invites applications from Indian Nationals, who are well-qualified, energetic and strongly motivated, towards various Jr. Executive/Executive roles of the Incubator. The details of the positions open are as follows:

Designation	No. of positions	Required Qualification and Experience	Consolidated salary
Jr. Executive / Executive for Incubation	04	1. First class in B.Tech (Electrical/Electronics/ Mechanical / Computer Science /IT/Equivalent) OR MBA (or equivalent). 2. 0 to 2 Years of work experience required	INR 25,000 to INR 37,000/- per month.  It Will be decided based on qualifications and expertise.  5-10% annual increment will be applicable subject to satisfactory performance.

### Role Description:

Primary responsibility of Jr. Executive/ Executive for Incubation is to manage the Incubation Programs at the Incubator that involves meeting the goals and deliverables of the programs run by the centre. The person will work under the guidance of the Incubation Centre leadership. Major role expectations are as given below

#### Management of Startup Programs

- Plan and execute startup support programs run by the centre as per scheme guidelines and policies
- Regularly coordinate with internal and external stakeholders to ensure program performance.
- Maintain program data and report to stakeholders regularly on progress against goals
- Data management of the incubator and startups

#### Manage startup portfolio

- Coordinate selection and onboarding of startups to startup support programs
- Manage documentation and agreements with the supported startups.
- Analyze financial statements, forecasts, funding requirements and other needs of startups.
- Monitor the progress of startups with respect to agreed deliverables and assist as needed

#### Startup Support

- Assist startups in the areas of strategy, business plan development, market analysis, compliances and other aspects of business.
- Help startups to improve their business performance by connecting them with mentors
- Assist startups in industry connects, investor access and other ecosystem connectivity

#### Others

- Develop and maintain relationships with investors, Government bodies, service companies
- Participate and contribute to events, workshops and training programs of the centre.
- Other activities as assigned by the management from time to time

#### Experience :

- Experience of working with an incubator/accelerator or experience as a startup founder or experience in entrepreneurship development organizations in roles that manages startup cohorts will be preferred
- Experience in managing cohorts for DST/MeitY/MSME schemes will be an added advantage

**Skills:**

- Excellent program management and co-ordination skills
- Strong written and verbal communication in English and Hindi
- Ability to work on MS Office specifically Word, Excel and PowerPoint

**Age:** Candidates under 35 years of age as on 18<sup>th</sup> January 2026 may apply

Positions	No. of positions	Required Qualification and Experience	Consolidated Salary
<b>Jr. Executive /Executive Technical</b>	04	First class in B.Tech (Electrical/Electronics/ Mechanical/Computer Science) with 1 year experience  OR  First Class in 3 Year Diploma issued by a government recognised polytechnic (Electrical/Electronics/ Mechanical/Computer Science) with 3 years of experience required	INR 25,000 to INR 37,000/- per month.  It Will be decided based on qualifications and expertise.  5-10% annual increment will be applicable subject to satisfactory performance.

**Job Description**

The Jr. Executive/Executive- Technical will be responsible for lab operations of Incubation centre. Key job responsibilities of the role are:

**Operating Sophisticated machinery**

- Operating / assist in operating sophisticated machinery as per operating procedures and safety precautions for design, manufacturing, testing and trouble-shooting of electronic products and systems to fulfil the requirements from beneficiaries of Incubation Centre
- Plan and carry out routine maintenance of machines to keep the lab and machines available for use at all times
- Interact with equipment suppliers and vendors to rectify equipment failures, obtain service, source consumables or parts

**Technical operations**

- Assist the management in anticipating the need for equipment/consumable/parts and in estimating and budgeting the cost
- Support the procurement activity by creating technical specifications, carrying out technical compliance verification of quotations/tenders, identifying potential sourcing options for technical components or consumables, performing acceptance testing of procured equipment as per specification etc
- Deliver technical services offered by Incubation centre as per set processes for such services
- Clean and maintain lab equipment

**Others**

- Lead/contribute to technical events and projects taken up by Incubation centre such as hackathons, tech fests etc
- Assist the outreach team in outreach activities, events, training programs etc
- Assist or guide incubated companies in matters related to technical implementation of their product
- Other activities as assigned by the management from time to time.

**Experience and Skill Set Requirement****Experience :**

- The candidate have expertise in the area of PCB design and manufacturing AND/ OR MEMS fabrication AND/ OR hardware design, development and prototyping and/or 3D modeling and mechanical packaging and/or networking
- Hands on experience in Testing and Measurement instruments for electronics systems is an added advantage.
- Diploma holders shall have a minimum of 3 years of hands on experience in the areas specified.

**Skills required:**

- Strong problem-solving skills: ability to identify and address a problem
- Practical ability: Must have hands-on ability to perform and guide design & development, fabrication, testing, design verification, compliance testing & production support.
- Interpersonal skills: Must have very good interpersonal skills as the job requires regular interaction with incubated companies, other customers, IC staff and guests
- Very good skills in MS Office
- Very good verbal and written communication skills. Should be comfortable in using English for verbal and written communication
- Computer and network administration skills will be an added advantage.

**Age:** Candidates under 35 years of age as on 18<sup>th</sup> January 2026 may apply

**All positions are contractual for 1 year or till end of the project whichever is earlier with provision for extension based on performance and availability of funds for the project.**

**Last date for receiving applications is Sunday, 18<sup>th</sup> January 2026**

Applications may be mailed to [career\\_ic@iitp.ac.in](mailto:career_ic@iitp.ac.in) in the attached format along with resume, scan copy of proof of experience, qualification and passport size photograph.

**Note:**

- 1) This recruitment is for the project setting up of Incubation Centre (Phase 2.o) will be co-terminus with the project.
- 2) Selected staff will be deputed on any of the extension centre locations (Gaya, Darbhanga, Muzzafarpur, Bhagalpur)
- 3) Name of the position must be mentioned on the application/email heading.
- 4) Applications that are not in the prescribed format/ position not mentioned will not be considered for further process.

You can visit [www.iciitp.com](http://www.iciitp.com) or [www.iitp.ac.in](http://www.iitp.ac.in) -> incubation centre for more details.

Shortlisted candidates will be called for a test/interview. The date and mode of test/ interview shall be intimated to the shortlisted candidates via email / Incubation Centre website ([www.iciitp.com](http://www.iciitp.com)) / Institute website ([www.iitp.ac.in](http://www.iitp.ac.in) → Incubation Centre).

In case of a large number of applications, the committee may decide to call only a few best applications for test/interview. **The decision of the selection committee is final in all matters related to recruitment of suitable candidates.**



Secretary,  
Incubation Centre IIT Patna

