



Indian Institute of Technology Kanpur
SIDBI Innovation & Incubation Centre (SIIC)

Date: January 04, 2011

Employment Notice

The following temporary positions are open on consolidated payment basis for a period of 3 years extendable to a maximum period of 5 years on a yearly basis in Project executed by SIDBI Innovation and Incubation Centre (SIIC)

Project No- SIDBI /SIIC/20000123

SI. NO.	JOB DESIGNATION	SALARY RANGE	ELIGIBILITY CRITERIA
1	Consultant (Jr. Manager)	27500 (20000-2500-50000)	<p>Master's in any area of Management (First Class) in addition minimum of 7 years experience such as accounting, auditing, maintenance of records, import procedures/stores accounting, stock verifications etc. Practical experience of using relevant software in related areas is essential.</p> <p>A Masters in personnel management with knowledge and experience in working with entrepreneurs either in a incubation centre or with associations like TiE, NEN would be an added advantage.</p>
2	Consultant (Manager)	35000 (20000-2500-50000)	<p>MBA (Finance) or CA + minimum of 10 years experience such as accounting, auditing, financial procedures, administrative matters including legal, with special emphasis on Intellectual Property and Technology transfer.</p> <p>Computer Literacy, excellent communication skills & ability to work independently will be preferred.</p> <p>Knowledge and experience in working with entrepreneurs either in a incubation centre or with associations like TiE, NEN would be an added advantage along with</p>
No additional HRA & TA will be provided			

Job Description for the positions in SIDBI Innovation & Incubation Centre (SIIC):

- To manage all operational activities related to incubate companies and Incubation Centre.
- Liaisoning with Industries/Government Departments.
- Preparing periodical reports for various Government bodies.
- Project appraisal of Incubate/ start-up companies for the purpose of Incubation and Seed Capital.
- To manage all activities related to entrepreneurship including the marketing and processing of the applications.
- Maintaining Accounts of Incubate Companies.
- Knowledge on Intellectual property rights (IPR) including patenting process.
- Knowledge of Agreements, Contracts & Memorandum of Understanding relevant to incubation activity.
- To organize conferences, workshops, courses, seminars, etc.
- Work experience in managing activities in an Incubation Centre is desirable.
- Full time Degree from reputed and recognized University /Institute is mandatory

Interested persons may download the application form from the website and should submit the same after completing all the information and enclosures within 10 days from the date of publication of the advertisement.

Only meritorious and hard working candidates need apply.

Coordinator SIIC

Address for sending applications for the posts in SIDBI Innovation & Incubation Centre, (SIIC):

The Co-Ordinator, SIDBI Innovation & Incubation Centre (SIIC), Room No. G-I IIT Campus, IIT Kanpur-208016