



उत्तिष्ठति फाउंडेशन (आई-टीबीआई)  
Uttishthati Foundation (i-TBI)

राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर (हि .प्र.)-177005  
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR (H.P.)-177005  
[An Institute of National Importance under Ministry of Education (शिक्षा मंत्रालय)]



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**Recruitment Notice no. 04/Dec-2024**

**Recruitment of Chief Executive Officer & Incubation Manager purely on contract basis**

Uttishthati Foundation, an i-TBI of National Institute of Technology Hamirpur (HP), a Non-profit company registered under section 8 of the companies Act 2013, duly supported by department of Science & technology, GOI enabling to develop an ecosystem to incubate start-ups, intends to fill the following posts purely on contract basis on a consolidated salary:

1. Chief Executive Officer
2. Incubation Manager

**The last date of receipt of the applications is 21.01.2025, applicants who have already submitted their applications against Advt Notice 03/Oct-2024 may update their already submitted applications, if they so desire.**

**For detailed advertisement, please visit website: - [www.nith.ac.in](http://www.nith.ac.in)**



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**Recruitment for the Post of Chief Executive Officer & Incubation Manager**

Uttishthati Foundation, i-TBI National Institute of Technology Hamirpur (HP) is a not-for-profit company registered under Section 8 of the Companies Act 2013. The Foundation is supported by Department of Science and Technology, Govt. Of India and NIT-H enabling to develop an ecosystem to incubate Startups. Aim of the Company is to promote entrepreneurial and startup activity at NIT Hamirpur Campus

**UTTISHTHATI FOUNDATION (i-TBI)** National Institute of Technology, Hamirpur looks forward for Indian Nationals for following posts purely on contract basis (on a consolidated salary).

1. Chief Executive Officer
2. Incubation Manager

The position is of full-time engagement initially for a period of 01 year, extendable subject to satisfactory performance.

The application in the prescribed format along with detailed bio-data and self-attested copies of certificates should reach "The Registrar, National Institute of Technology Hamirpur (HP) through registered/ speed post on or before **21/01/2025 by 5.30 p.m.**

**1. Chief Executive Officer**

**Job Description:**

The CEO shall be responsible for smooth function of the Uttishthati Foundation inculcating and nurturing the culture of entrepreneurship among the incubates.

He/She will work in close coordination with the Board of Directors, other functional committees, and the mentors. The person shall be responsible for liaising and collaborating for productive and effective industry academia partnership ensuring all the mandatory compliances of the guidelines of NITI Aayog. He/she will also be responsible for establishing the desired relationship with various resources and stakeholders.

The qualification and other terms and conditions are as under:

## **Educational Qualification and Experience**

B.Sc. / B.E. / B.Tech./ BBA with minimum 60% aggregate marks or equivalent CGPA with 10 years of experience in Industry/Startup Ecosystem

**Or**

B.Sc. / B.E. / B.Tech./ BBA and MBA with minimum 60% aggregate marks or equivalent CGPA at both UG and PG level with 5 years of experience in Industry/Startup Ecosystem

## **The eligible candidate should have: -**

- Updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc.) and other additional required software skills used in office work; Soft skills including articulation since the engagement is people-centric; and a strong command over English language along with proficiency in Hindi is expected. Applicants are expected to be well versed in conceptualizing, compiling, and putting together papers, presentations, techno- legal/ commercial documents, proposals, etc.

## **Desirable Experience**

- Minimum 2 years' full time experience as CEO of an incubation center for startups/ entrepreneurs or a senior position in administration / management of a reputed enterprise engaged in technology/ research management, product management, managing investments related to start-ups;
- Must be a visionary with in-depth knowledge of present Indian and global start-up ecosystems, and should strive towards making the Uttishthati Foundation self-sustainable; and
- Should be proficient with the latest PFMS, GeM portal management and financial disbursement systems and processes.

## **Age limit:**

- Not exceeding 55 years as on the last date of submission.

## **Skill Set:**

The applicant should be an innovative person with proven leadership and mentoring Qualities possessing:

- Experience of working in close collaboration with government organisations and/or agencies /allied organisations and private sector.
- Exposure to business plans business proposals, fund raising activities.
- Excellent communication, interpersonal and organizational skills.

## **Role of CEO**

- As the newly formed Section-8 company, the CEO would manage / coordinate / lead multifarious operational roles like – project management, business development, finance and administration. The Job description is not exhaustive and the post holder may, from time to time, be required to undertake other related duties. The CEO will

be responsible to create and lead a team of professionals to achieve the end objectives of the hub. The company will have an office within NIT Hamirpur campus.

### **Responsibilities**

- Being the CEO, define and build the core nucleus of the organization, structure, functioning processes in line with the purpose and vision of the i-TBI hub.
- Build relationships with all stakeholders (professors, researchers from other Institutes/universities and research organizations in India and abroad, start-up companies, industries, etc.).
- Should be able to work with Board of Directors of the company and the Governing Body.
- Should be able to work with the staff to define mission, staff management, financial management, legal issues management, accountability, and effectiveness.
- Work effectively to generate and manage funds for the company in order to be self-sufficient as soon as possible.
- Other related works assigned time to time by the Board of Directors.
- To carry out financial appraisal of projects.
- To prepare/examine financial statements of the company and highlight achievements and failures and suggest course corrections.
- To monitor Key Result Areas as defined by the Board.
- To prepare agenda for Board meetings and circulate the same amongst board members sufficiently in advance and prepare MOM of the board meetings.
- The applicant must be a visionary to make the Uttishthati Foundation self-sustainable.
- To facilitate the growth of the startups and entrepreneurship.
- To build the teams inculcating the culture of entrepreneurship.

### **Salary:**

- The Salary would be maximum consolidated amount of Rs.1,00,000/- per month during first year, which may be suitably revised in accordance with the norms of the i-TBI and the performance of the incumbent. Income Tax will be deducted at source as per norms.

### **General Conditions:**

- Interested candidates may apply in the prescribed application form along with detailed bio-data and self-attested photo copies of certificates.
- The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of application.
- The Industry/ Research experience should be in Government or Public Enterprise. However, experience in Private Industry will be considered provided it is incorporated in the Indian Companies Act of 1956.
- Candidates employed in Govt. /Autonomous Bodies/PSUs service should send their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance so as to reach before the prescribed last date. All such candidates are required to produce 'No Objection Certificate' from the employer at the time of interview.

- **The envelope containing the application should be super scribed with "Application for the post of "CEO for i-TBI NIT Hamirpur UTTISHTHATI Foundation".**
- Applications received after the last date due to postal delay or any other reasons will not be considered.
- Mere fulfilment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
- All correspondence will be made by the Institute through e-mail only. Interview Schedule will be e-mailed in due course to the applicants through e-mail. No separate letter (Hard copy) will be sent for this purpose.
- Applicants are required to visit the Institute website regularly for schedule of Interview; as any subsequent corrigendum/addendum etc. shall be published on the Institute website only. Institute will not be responsible in any manner, if a candidate fails to visit the website in time.
- All original documents will have to be produced at the time of interview for verification.
- The i-TBI of the Institute reserves the right not to fill the post.
- The appointment of CEO will NOT be with National Institute of Technology Hamirpur (HP).
- The appointment will be purely on CONTRACT basis.
- Selected candidates will have to submit an Affidavit on non-judicial stamp paper of Rs.10/-, duly certified/attested by the First Class Magistrate, in respect of his/her contract.
- Any dispute will fall under the jurisdiction of Distt. Court at Hamirpur (HP).

**Termination:**

- It is a temporary position and the service of the employee shall be liable to termination at any time by a notice in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee. The period of such notice shall be three months. Company may withdraw or discontinue any position at any time.

**Note:**

1. **Applicants who have already applied against Advt. 03/Oct-2024 may update their application, if so desired.**
2. **On account of less participation till the last date of receipt of application the details and further updates will be updated on the Institute website only and no advertisement will be given in print media.**
3. **The candidates are further intimated to keep visiting the Institute website for updates, if any.**

## **2. Incubation Manager**

### **Job Description:**

Incubation Manager will work closely with the CEO to ensure the day-to-day smooth running and implementation of all aspects of the incubator. Incubation Manager will help in establishing, running & promoting i-TBI Incubator, providing continual value to startups and ecosystem in large. She/He will work for outreach, scouting, evaluating, selection, on boarding, mentoring and managing the quality and innovative start-ups. She/He will also be responsible for the proper documentation, tracking and compliances and reporting of the startups to the CEO. She/He will explore, collaborate and align i-TBI incubator in the ecosystem to facilitate new business avenues in India and international markets.

To provide technical, regulatory, liaison, administrative and organizational support within the UTTISHTHHATI FOUNDATION, working in conjunction with incubatees, innovators and researchers. The Incubation Manager will have the responsibility for day-to-day operations of the incubation facility. (This dynamic role is suitable for a passionate and resourceful person looking to apply their diverse skills to make a real contribution to the incubation centre).

The qualification and other terms and conditions are as under:

### **Qualification, Experience & Eligibility Criteria**

#### **Educational Qualification and Experience**

B.Sc. / B.E. / B.Tech./ BBA with minimum 60% aggregate marks or equivalent CGPA with 5 years of experience in Industry/Startup Ecosystem

**Or**

B.Sc. / B.E. / B.Tech./ BBA and MBA with minimum 60% aggregate marks or equivalent CGPA at both UG and PG level with 2 years of experience in Industry/Startup Ecosystem

#### **Desirable Experience**

Minimum 2 years of experience preferably in technology commercialization/ supported incubators/ Assessment and evaluation of projects startups projects and organizing workshops and training, awareness programs to promote startups.

Should be proficient with the latest PFMS, GeM portal management and financial disbursement systems and processes.

#### **The eligible candidate should have: -**

Updated knowledge of :

- Computer applications (word processing, spreadsheet, presentation software etc.) and other additional required software skills used in office work;
- Soft skills including articulation since the engagement is people-centric; and
- A strong command over English language along with proficiency in Hindi. Applicants are expected to be well versed in conceptualizing, compiling, and putting together papers, presentations, techno- legal/ commercial documents, proposals, etc.

**Age limit:**

Not exceeding 45 years as on the last date of submission of online application.

**Skill Set:**

- The applicant should be an innovative person with proven leadership and mentoring Qualities possessing:
- Experience of working in close collaboration with government organisations and/or agencies /allied organisations and private sector.
- Exposure to business plans business proposals, fund raising activities.
- Excellent communication, interpersonal and organizational skills.

**Roles and Responsibilities:**

1. To manage and oversee the Incubation facility.
2. Establish collaborations with other incubators, institutes, and industries
3. To scout & evaluate startup ideas.
4. To engage with key stakeholders to improve outcomes, building support and secure resources.
5. Ability to rapidly adapt and respond to changes in startup environment.
6. Interact and maintain relationships with startups, innovators researchers and mentors
7. General project administration and coordination as required.
8. Good documentary and presentation skills to present the results

**Salary:**

- The Salary would be maximum consolidated amount of Rs 45,000 /- per month during first year, which may be suitably revised in accordance with the norms of the i-TBI and the performance of the incumbent. Income Tax will be deducted at source as per norms.

**Termination:**

It is a temporary position and the service of the employee shall be liable to termination at any time by notice in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee. The period of such notice shall be three months. Company may withdraw or discontinue any position any time.

**General Conditions:**

1. Interested candidates may apply in the prescribed application form along with detailed bio-data and self-attested photo copies of certificates.
2. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of application.
3. The Industry / Research experience should be in Government or Public Enterprise or National Laboratory. However, experience in Private Industry will be considered provided it is incorporated in the Indian Companies Act of 1956.
4. Candidates employed in Govt. /Autonomous Bodies/PSUs service should send their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in

advance so as to reach before the prescribed last date. All such candidates are required to produce 'No Objection Certificate' from the employer at the time of interview.

5. The envelope containing the application should be super scribed with "Application for the post of **Incubation Manager for i-TBI NIT Hamirpur UTTISHTHATI Foundation**".
6. The application in the prescribed format along with detailed bio-data and self-attested copies of certificates should reach "The Registrar, National Institute of Technology Hamirpur (HP) through registered/ speed post on or before **21/01/2025 by 5.30 p.m.**
7. Applications received after the last date due to postal delay or any other reasons will not be considered.
8. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
9. All correspondence will be made by the Institute through e-mail only. Interview Schedule will be e-mailed in due course to the applicants through e-mail. No separate letter (Hard copy) will be sent for this purpose.
10. Applicants are required to visit the Institute website regularly for schedule of Interview; as any subsequent corrigendum/addendum etc. shall be published on the Institute website only. Institute will not be responsible in any manner, if a candidate fails to visit the website in time.
11. All original documents will have to be produced at the time of interview for verification.
12. The i-TBI of the Institute reserves the right not to fill the post.
13. The appointment of CEO will NOT be with the National Institute of Technology Hamirpur (HP).
14. The appointment will be purely on CONTRACT basis.
15. Selected candidates will have to submit an Affidavit on non-judicial stamp paper of Rs.10/-, duly certified/attested by the First Class Magistrate, in respect of his/her contract.
16. i-TBI NIT Hamirpur UTTISHTHATI FOUNDATION reserves the right to terminate the appointment with one-month notice period at any point of time without furnishing any reasons thereof.
17. Any dispute will fall under the jurisdiction of Distt. Court at Hamirpur (HP).

#### **Note:**

4. **Applicants who have already applied need to submit fresh applications against Advt. 03/Oct-2024 may update their application, if so desired.**
5. **On account of less participation till the last date of receipt of application the details and further updates will be updated on the Institute website only and no advertisement will be given in print media.**
6. **The candidates are further intimated to keep visiting the Institute website for updates, if any.**



 	<p>उत्तिष्ठति फाउंडेशन (आई-टीबीआई)  <b>Uttishthati Foundation (i-TBI)</b>          राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर (हि .प्र.)-177005  <b>NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR (H.P.)-177005</b>          [An Institute of National Importance under Ministry of Education (शिक्षा मंत्रालय)]</p>	 
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### APPLICATION FORM

Application for the post of .....

1. Name of the Applicant:.....

2. Father's/Husband's Name:.....

3. Nationality:.....

4. Date of Birth: .....

5. Category (SC/ST/OBC/GEN): .....

6. Gender (Male/Female): .....

7. Marital Status:.....

8. Aadhar No. (attach copy of Aadhar Card): .....

9. Present Address: .....

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.....Pin Code: .....

E-mail ID: ..... Phone/Mobile No.: .....

10. Particulars of Examination passed:

Exam Passed	Year of passing	Board/ University	Subjects	Percentage of marks

11. Details of Professional training obtained, if any, during the period of service:

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12. Details of experience – starting with the present post/retired from (separate sheet may be Attached, if required)

Post Held	Name of Organization	Period		Pay Band + Grade Pay Or Total Salary	Length of Service in years	Nature of duties Performed
		From	To			
Total length of experience (in years) :						
Computer Skills:						
If selected, what notice period required for joining :						

13. Any other information:

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### DECLARATION

It is certified that the information provided as above, is true & complete in all respects and to the best of my knowledge & belief, there is/are no pending criminal proceedings / FIR against me. If anything is found wrong / incorrect, my application will be treated as cancelled and withdrawn.

(Signature of the Applicant)

Date: .....

Name: .....

Place: .....

Address: .....