



Applications invited for current job openings

at IIT Mandi Catalyst, A Technology Business Incubator

Last Date for Application: September 15, 2020

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Supported by the Department of Science and Technology [GoI], HPCED, Meity and VBC Chennai, Catalyst provides incubation support to technology-based startups focused on creating value and impact in the economic and/or social sector. IIT Mandi Catalyst is looking for an enthusiastic and resourceful individual to be part of our growth story. Catalyst offers a unique set of opportunities for creativity, dynamism and career growth.

Currently, two positions are open:

- 1. Associate (Finance)*
- 2. Junior Associate (Graphic Design)*

Job description for Associate (Finance)

1. Associate (Finance) | Location: IIT Mandi Campus

Full time position in IIT Mandi Catalyst, a Section 8 company

The person in this role will handle the paperwork relating to financial transactions of the company. This will include recording transactions, processing payments/invoices, preparing financial statements and reports, and reconciling bank statements.

Roles and Responsibilities

1. Recording day-to-day financial transactions in Journal
2. Maintaining and managing records of financial transactions
3. Preparing and maintaining purchase orders, invoices, and payment orders
4. Preparing financial statements, reports, utilization certificates
5. Conducting reconciliation of banking transactions
6. Coordinating internal and external audits
7. Analyzing financial information in order to identify discrepancies
8. Performing such other duties as required as per the needs of the company



Essential Qualifications

1. Bachelor's degree in Commerce. Master Degree is preferred.
2. Minimum 1 year of relevant hands-on accounting experience. More experience is preferred.

Essential Skills

1. Knowledge of computer applications such as word, excel, PowerPoint.
2. Functional knowledge of Accounting Software Tally.

Remuneration: Compensation will be based on relevant experience and suitability/fit. Suitable accommodation in on-campus hostel may be provided to outstation candidates, based on availability.

Apply here: <https://iitmandicatalyst.typeform.com/to/nLjoWgZQ>

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Job description for Junior Associate (Graphic Design)

2. Junior Associate (Graphic Design) | Location: IIT Mandi Campus

Full time position in IIT Mandi Catalyst, a Section 8 company

Roles & Responsibilities

1. Graphic designing of collateral for outreach efforts such as posters, brochures, newsletters, event banners, stickers, merchandise, etc.
2. Database creation and updating: secondary research, data mining, etc.
3. Liaising and coordinating with vendors for physical printing of outreach material.
4. Photographing and video recording small events.
5. Any other work assigned based on the requirement of the company.

Qualifications and skills

1. Preferably, graduation in Masscom, Journalism, Graphic Design, Animation, and similar streams). However, candidates with graduation in other streams, having expertise/experience in graphic design are also welcomed.
2. Functional knowledge of designing, photo editing and video editing software such as illustrator / Photoshop / Corel draw / similar, is required.
3. One-two years of experience in graphic designing/similar job roles is desirable.
4. Exposure in photography and videography is desirable.



Remuneration: Compensation will be based on relevant experience and suitability/fit. Suitable accommodation in on-campus hostel may be provided to outstation candidates, based on availability.

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Terms and Instructions

1. Only shortlisted candidates will be contacted/informed through email.
2. Catalyst reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written test/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence in support 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 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 a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
5. If it is found at a later date that any information given in the application is incorrect/false the candidature/ appointment is liable to be cancelled/terminated.

About IIT Mandi Catalyst

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Catalyst offers a startup destination that is peaceful yet vibrant, low cost and yet hi-tech, and sans long commutes - probably the best place to put minds to ideas. Supported by DST [GoI], HPCED, Vishal Bharat Comnet, Chennai and MeitY, Catalyst supports technology-based startups focused on economic and/or social impacts. IIT Mandi Catalyst is a Section 8 non-profit company and hence a separate legal entity from IIT Mandi.

Since its inception in 2016-17, Catalyst has received over 1000 startup applications and supported about 109 of them. Currently, Catalyst has a portfolio of about 70 active startups in sectors that include renewable energy, road safety, disaster management, agrotech, edutech, ad-tech, health-



IIT Mandi Catalyst

A Section 8 Non-Profit Company
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tech, travel management and others. Catalyst also focuses on enabling technology-based solutions for economic and social problems facing Himalayan region. We maintain a co-work office space facility for startups. Residential facilities are also provided to startups based on availability. Other than regular training and mentoring for startups, Catalyst hosts an annual event titled 'Himalayan Startup Trek', a two-day event that attracts startups, investors and experts in large numbers from across India.

Website: www.iitmandicatalyst.in

Facebook: <https://www.facebook.com/iitmandicatalyst/>,

LinkedIn: <https://www.linkedin.com/company/13298508/>

For any questions, email us at iitmandicatalyst@gmail.com