



## **CALL FOR APPLICATIONS**

### **Applications invited for the position of Manager at IIT Mandi Catalyst, a Technology Business Incubator**

#### **1. What is IIT Mandi Catalyst?**

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Supported by Department of Science and Technology [GoI], HPCED and VBC Chennai, Catalyst is incubating technology based start-ups focused on economic and/or social impacts. As the name implies, it serves as a 'catalyst' to nurture and guide entrepreneurial initiatives with social and/or commercial objectives. IIT Mandi Catalyst is a Sec-8 non-profit company and hence is a separate legal entity from IIT Mandi.

#### **2. Job Description**

We are looking for a highly motivated team player who will have the responsibility of implementing incubation, outreach and administrative strategies for Catalyst. Following are the primary responsibilities in this role:

1. Exploration and Incubation
  - a. Designing and running exploration and incubation programs
  - b. Regular engagement with startups in programs
  - c. Providing/facilitating support to startups on various fronts
  - d. Keeping track of progress and support provided to startups
  - e. Maintaining resource bank and toolkits for startups
  
2. Outreach
  - a. Engaging with potential incubatees and creating pipeline of applicants through programs and events
  - b. Maintaining database of applicants and implementing selection process
  - c. Reaching out to potential investors, mentors, speakers and experts for various training/selection/mentorship programs/events
  - d. Handling and maintaining website, social media and other outreach platforms
  
3. Administrative
  - a. Setting up infrastructure in office and co-working space on need basis
  - b. Maintain financial and administrative records
  - c. Update all relevant data in Catalyst CRM and other databases
  - d. Managing communication with internal and external stakeholders/parties

#### **3. Essential Qualifications**

1. Postgraduate degree in relevant discipline
2. Minimum 3-5 years' relevant experience working in incubation ecosystem, corporate, startup, CSR or non-profits



3. Experience in a managerial position

#### **4. Essential / Desired Traits and Skills**

1. Excellent managerial, collaboration and networking skills with a proactive approach to work
2. Excellent interpersonal and communication skills, fluency in written and spoken English
3. Strong experience of working in teams, managing subordinates and handling administration processes
4. Keen interest in and knowledge of entrepreneurship ecosystems
5. Working knowledge of IP laws and processes
6. Strong professional network in corporate and startup ecosystem players

#### **5. Remuneration and Location**

This position will have a consolidated monthly remuneration in the range of 50,000-60,000, negotiable based on factors such as relevant experience, education, suitability and commitment. It is a full-time contractual position for one year which may be extended based on performance. The position is based out of Mandi, Himachal Pradesh.

#### **6. Work Hours**

Normal work hours are 9 AM to 6 PM. However, Catalyst is in action round the clock. Typical activities/events organized by Catalyst run into late evenings and/or holidays/weekends. The role demands working extra hours and on call availability. The role will also require travelling on behalf of Catalyst from time to time.

#### **7. Application Process**

Interested Candidates should email their CV on [iitmandicatalyst@gmail.com](mailto:iitmandicatalyst@gmail.com)

**Deadline** for application is Feb 25, 2018, 5:00 pm

For any queries, email us at: [iitmandicatalyst@gmail.com](mailto:iitmandicatalyst@gmail.com)

Only shortlisted candidates will be informed about outcome of their application.



**General Instructions:**

1. Only shortlisted candidates will be contacted/informed through email/phone.
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.
2. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.
3. 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.
4. 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.