

IIT Mandi iHub and HCI Foundation

GSTIN 02AAFCI8203B1ZA

Regd. Office: IIT Mandi, VPO Kamand, Mandi, Himachal Pradesh, India – 175075

General/Project Manager position in Incubation at IIT Mandi iHub and HCI Foundation

Applications are invited for the post of General/Project Manager in the IIT Mandi iHub and HCI Foundation (iHub), situated on the Indian Institute of Technology (IIT) Mandi campus at Kamand Himachal Pradesh, India – 175075.

About iHub: IIT Mandi iHub and HCI Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The vision of the iHub is to make India a leader in HCI research in the world. Based on faculty strengths, industry collaborations, and ongoing projects, the iHub's focus will be on the following: technology (interface) development and evaluation, HRD & skill development, entrepreneurship, and collaborations. For more information, visit www.ihubiitmandi.in

Details: Human-computer interaction, also referred to as man-machine interaction (MMI), is a wide and multidisciplinary field that aims to improve the interactions between users and computers by making computers more usable and receptive to the users' needs. The field involves decision tasks that require a joint performance by both humans and machines. Some important aspects of HCI are user-interface design and user-interface evaluation.

Title of the Post: General/Project Manager Position - Incubation activities.

Job profile: The manager would assist in Incubation activities. We are looking for a bright, enthusiastic manager who is full of ideas for activating support to startups, coordinating events, liaising with stakeholders, and monitoring startup progress. Any other activity i.e Fund raising, etc related to the IIT Mandi iHub and HCI Foundation may also be assigned.

Joining date: As soon as possible.

Number of vacancies: One (1)

Job description for the Post of Incubation activities

- Coordinating the delivery of training classes and mentoring sessions for startups
- Tracking and monitoring the funding to startups
- Reporting of start-up performance and status
- Performing any other duties as required as per the needs of the organization

Essential qualification and experience:

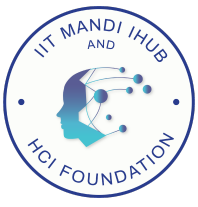
- Bachelor's degree in Business Administration with 5 years of experience and a minimum of 60% marks (7 CGPA) **OR** Master's degree in Business Administration with 3 years of experience and a minimum of 60% marks (7 CGPA)
- Willingness to relocate and work from the iHub office at IIT Mandi, Himachal Pradesh
- Understanding of incubator operations as well as the startup ecosystem
- Administrative and managerial skills with the ability to multitask. Proficiency in Microsoft Office or compatible applications, collaborative Apps (Slack, Microsoft Teams, Google docs/sheets), and audio and video conferencing

Desirable qualification and experience:

More than 5 years of experience for bachelor's degree holders and more than 3 years of experience for master's degree holders.

Workplace: IIT Mandi iHub and HCI Foundation Office, SRIC Office, South Campus, IIT Mandi, VPO Kamand, District Mandi, Himachal Pradesh - 175075

Email: tih@iitmandi.ac.in | **Phone:** +91 1905 - 267132 | **Website:** <https://www.iitmandi.ac.in/TIH-HCI>



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Salary: Open based on qualifications and experience (Up to Rs. 1 lakh per month)

Duration: 1-year and extendible upon performance.

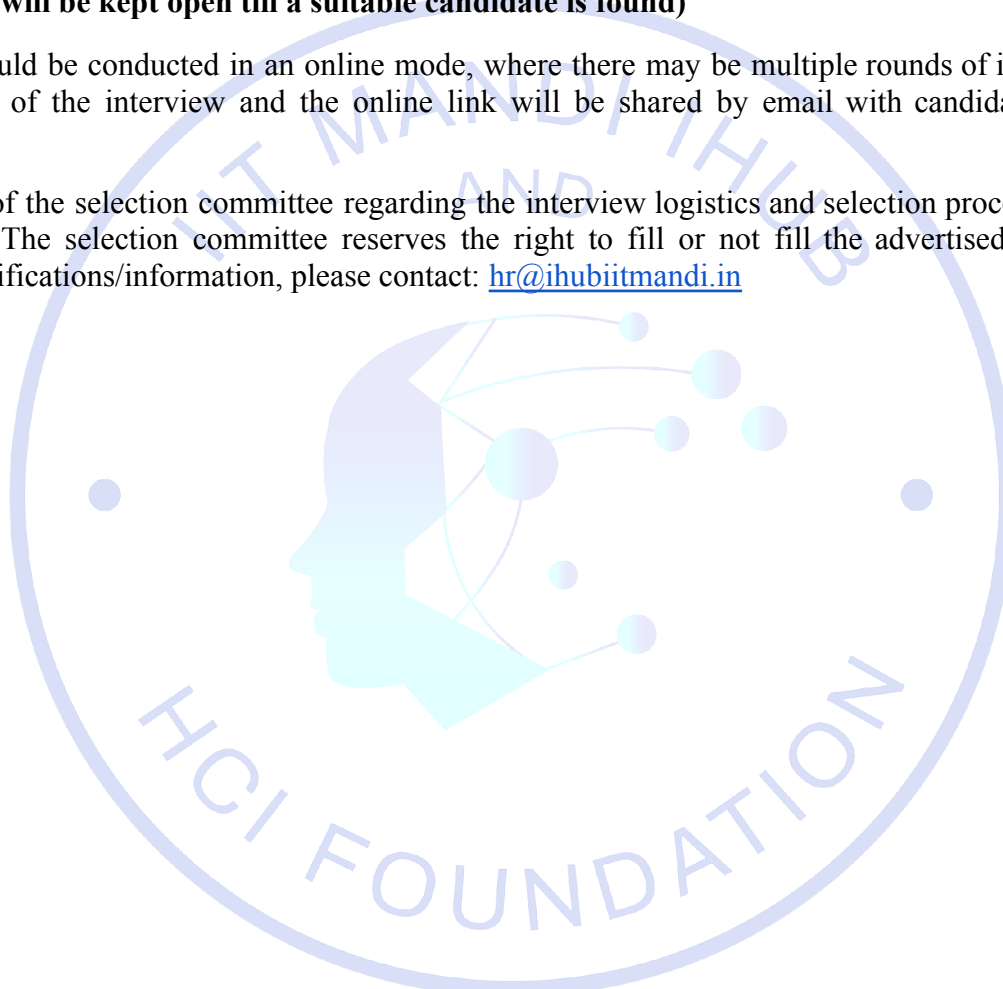
Candidates meeting the qualifications and experience may submit their details and CV online via the following link:

<https://forms.gle/C5SP4Cd4ZjMzfoVA>

(The position will be kept open till a suitable candidate is found)

Interviews would be conducted in an online mode, where there may be multiple rounds of interviews. The date and time of the interview and the online link will be shared by email with candidates before the interviews.

The decision of the selection committee regarding the interview logistics and selection process for the post will be final. The selection committee reserves the right to fill or not fill the advertised post. For any additional clarifications/information, please contact: hr@ihubiitmandi.in



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