

## **Current Job Openings: Incubation Program Management**

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

**Location:** IIT Mandi Catalyst, IIT Mandi, Kamand Campus Himachal Pradesh-175005, India

**LAST DATE FOR APPLICATION: JULY 20, 2025 (OR TILL THE POSTS ARE FILLED)**

*IIT Mandi Catalyst is looking for an enthusiastic and resourceful individual to be part of our growth story. Catalyst offers a unique set of creativity, dynamism, and career growth opportunities.*

### **About IIT Mandi Catalyst**

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, Startup India, and IIT Mandi iHub and HCI Foundation, Catalyst recently got selected for BioNEST by BIRAC and EIC by Atal Innovation Mission. Catalyst provides incubation support to technology-based startups focused on creating value and impact in the economic and/or social sector. Catalyst currently hosts more than ten funding schemes, including those sponsored by state and central governments. Catalyst has committed funding support of over INR 21 Cr to startups through the existing funding schemes.

Since its inception in 2016-17, Catalyst has supported over 570+ startups. Catalyst has an active startup portfolio of about 150 startups in sectors that include renewable energy, road safety, disaster management, Agri-tech, Edu-tech, Clean-tech, Health tech and other deep-tech domains. Catalyst also focuses on enabling technology-based solutions for economic and social problems faced by the Himalayan region.

### **ROLE 1. INCUBATION PROGRAM MANAGEMENT**

**Designation:** Based on the number of years of relevant experience, the candidate can be given the title of Executive, Associate.

**Responsibilities:** The incumbent will be responsible for designing and delivering the incubation program per the guidelines of funding agencies. The designations (Executive, Associate) will be based on experience and suitability. The responsibilities include:

#### **1. Incubation Program Management**

- a. Designing and running incubation programs, ensuring achievement of internal goals
- b. Planning and executing regular engagement with startups including workshops, group sessions, mentor meetings, meetups, etc

- c. Providing/facilitating support to startups on various fronts
- d. Keeping track of progress and support provided to startups and monitoring the health of the portfolio
- e. Maintaining resource bank and toolkits for startups

**2. Stakeholder Management**

- a. Engaging with potential incubatees and creating a pipeline of applicants through programs and events, Maintaining a database of applicants and implementing a selection process
- b. Engaging with and maintaining communications with potential investors, mentors, speakers, experts and government officials for various training/selection/mentorship programs/events, Designing and implementing outreach efforts/events, managing digital media presence

**3. Administration, record keeping and reporting**

- a. Creating and maintaining data on incubated startups
- b. Reporting data and preparing reports for various funding agencies, and other internal and external needs
- c. Ensuring grievance redressal of startups and ensuring timely support

**4. Handling any other special projects/initiatives from time to time**

Apply here: <https://forms.gle/YuC1ncXmguk3B5E27>

**Essential Qualifications:**

- 1. Qualification:** Minimum bachelor's degree in science, engineering, business, management, or any other relevant area. A master's degree will be advantageous.
- 2. Experience:** Relevant skills and domain knowledge are required as per the position: a minimum of 1 year of experience for an Executive, a minimum of 2 years of experience for an Associate. Preference will be given to candidates with experience in the incubation industry, as well as relevant experience with accelerators, startup ecosystem associations/groups, and investor networks. The selection committee may relax the required years of experience if a candidate has exceptional knowledge of the domain.

**Desired Skills/Traits**

- Ability to independently think, plan and execute projects/initiatives/events
- Excellent managerial, collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills, and fluency in written and spoken English.
- Business/technology background/understanding/experience; ability to take initiative or thrive in a non-standard role.
- Strong experience of working in teams, managing subordinates and handling administration processes.

**Remuneration and Accommodation:** The remuneration is negotiable based on relevant experience and suitability/fit. Suitable accommodation on campus may be provided to the outstation candidates based on availability and paid basis per the institute's norms.

***Terms/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 tests/or interviews. The decision of the company in this regard will be final.*
- 3. Documentary evidence 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 the 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 clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.*
- 5. If it is found later that any information given in the application is incorrect/false the candidature/ appointment is liable to be cancelled/terminated.*
- 6. The applicants will be considered till the post is filled.*

**Contact Us**

IIT Mandi Catalyst, A Section 8 Company, IIT Mandi Campus, Kamand, District Mandi, Himachal Pradesh 175005

**Email:** [hr@iitmandicatalyst.in](mailto:hr@iitmandicatalyst.in)

**Website:** [www.iitmandicatalyst.in](http://www.iitmandicatalyst.in)

*Note: All applications should be routed through the application link provided at the top of the advertisement. Email us only in case of questions.*

## Current Openings

# Catalyst Young Leaders Fellowship

One year Fellowship in IIT Mandi Catalyst, a Section 8 company

Location: IIT Mandi Campus

**Last Date for Application: 20 July, 2025 (till the posts are filled)**

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## About IIT Mandi Catalyst

IIT Mandi Catalyst (Catalyst) is a section 8 company promoted by IIT Mandi in 2016 as Himachal Pradesh's first Technology Business Incubator (TBI). Catalyst supports technology-based startups in a wide range of sectors that primarily include clean tech, health tech, Agri tech, enterprise solutions, and consumer internet. Over the past seven years, Catalyst has supported 570+ startups and positioned itself as a low-cost, high-end destination for startups in the middle of a picturesque hill valley that is free from large city problems, including pollution and long commutes.

## Catalyst Young Leaders Fellowship (CYLF)

The fellowship is designed to cultivate emerging talent and mold them into capable professionals in the domain of incubation and innovation. This program mirrors the essence of our commitment to offer aspiring individuals an immersive experience to foster their skills, empower their innovative thinking, and enhance their capability to become successful leaders in the startup ecosystem. The fellow will get exposed to the following functional domains:

- Outreach and pipeline building
- Innovation and Technology
- Incubation and Portfolio Management
- Startup Evaluation, Support, and Growth Intervention
- Stakeholder Management

The program aims to nurture young talent, providing hands-on experience and exposure to a wide array of business functions and disciplines within the entrepreneurial landscape.

## Designations:

Selected candidate(s) will be offered the designation of **Catalyst Young Leader (CYL)**.

### **Program Benefits:**

The fellowship entails a challenging yet enriching experience, exposing participants to numerous business facets, functions, and skill-building initiatives. It aims to build competencies, emphasizing strategic thinking, innovation, project management, and interpersonal effectiveness, all vital for success in the incubation landscape.

### **Program Duration:**

Participants will engage in a 12-month program that delves into functional and cross-functional areas within the Catalyst ecosystem.

### **Compensation and Accommodation:**

- Successful candidates will receive a stipend monthly during the year-long fellowship, determined based on merit and performance.
- Suitable accommodation on campus may be provided to outstation candidates, subject to availability and in accordance with the institute's norms, on a paid basis.
- The candidate(s) may get inducted as a full-time employee based on the candidate's performance, requirements, and suitability.

### **Desired Qualifications:**

The program seeks candidates with a graduation background in Engineering, Biotechnology, Life Sciences, Management, Business Administration, or other relevant disciplines. Desired traits include creative thinking, strong communication and coordination skills, and a passion for community service.

### **Key Competencies:**

The essential skills/competencies sought in candidates applying for the Catalyst Young Leader Fellowship are:

- Strategic Thinking
- Business Acumen
- Communication Skills
- Results-Driven Mindset
- Resilience under Pressure
- Interpersonal Skills & Team Collaboration
- Adaptability to Change & Problem-solving Abilities
- Emotional Intelligence, Cultural Sensitivity & Networking Skills

**Apply here:** <https://docs.google.com/forms/d/e/1FAIpQLSc7KjwCM-oDyLTv0AaXs5VS-mF0USCTR2fNeQT478tr9pEgcw/viewform>