



Innovation & Incubation Hub MNNIT Foundation Prayagraj

Motilal Nehru National Institute of Technology Teliarganj, Prayagraj-211004
Email tbimnnit@gmail.com

Advertisement

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Innovation & Incubation Hub MNNIT Foundation is incorporated and promoted by MNNIT Prayagraj for development of entrepreneurship and startup eco system. The foundation invites application from the eligible candidates for following posts:

1. Chief Executive Officer / i-TBI - 01 position
2. Manager – 01 position
3. Office Attendant -01 Position
4. Security Guard- 01 Position

1. Head – CEO/ COO

JOB DESCRIPTION:

- The CEO in consultation with the Board of Directors shall develop a vision, strategy and business model to achieve the objective of Incubator.
- The CEO will closely work with the Board of Directors and report to the Board of Directors for implementation of the strategy, review and plan for continuous improvement.
- To participate in discussion with incubated companies and provide feedback and Direction.
- The CEO will be responsible for identifying and attracting suitable startups and entrepreneurs.

ELIGIBILITY CRITERIA:

A professionally qualified CA/CS/CMA/B-tech /B.E. with desirable qualification MBA/LLB with minimum 10 years of total work experience including 5 years with startup ecosystem and entrepreneurship domain.

Salary/Remuneration – Based of the qualification and experience.

2. Manager

JOB DESCRIPTION:

- The Incubation manager will provide all secretarial, technical, legal, research assistance to the incubation centre for development of startup ecosystem.
- Shall keep, maintain and update all statutory records of the incubation centre and incubated startups.
- Shall provide all secretarial services and assistance to the startups and incubation centre
- Will conduct and attend the meetings with the start-ups and stakeholders as per the requirements of the incubation centre.

R.P. Tewari
15/8/2023



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- Will provide all assistance to the startups related to incorporation, registration, consultancy services for sustainable growth and development.
- Other assignments/jobs as may be assigned by the appropriate authorities from time to time

ELIGIBILITY CRITERIA:

Master of Commerce with desirable professional qualification of Company Secretary having knowledge in the field of Corporate Law, secretariate compliances, registrations, drafting, accounting and taxation etc.

Salary/Remuneration – Based of the qualification and experience.

3. OFFICE ASSISTANT.

JOB DESCRIPTION

- To assist the employees/office bearer of the incubation centre to perform their duties
- Assist in logistics and management of the incubation centre
- Assisting the start-ups at incubation centre
- Perform daily routine work as may be assigned by the appropriate authority
- To assist in running the help desk/Reception.

ELIGIBILITY CRITERIA

Graduation with 1 year of experience of handling office activities of similar nature specially Science /Commerce background.

Desirables Skills- Knowledge of Accounting software and MS Office.

Salary/Remuneration – Based of the qualification and experience.

4. SECURITY GUARD

JOB DESCRIPTION

- To ensure the security of the incubation centre
- Keep the records of the visitors
- Other related duties as may be assigned from time to time.

ELIGIBILITY CRITERIA

Minimum 12th pass with 1 year of experience of office security.

Salary/Remuneration – Based of the qualification and experience.

Eligible applicants are requested to send the detailed CV at tbimnnit@gmail.com latest by 25th August 2023. No other mode of application will be accepted.

R. P. Tewari
15/8/2023

-Sd-
Director