

## **CALL FOR APPLICATIONS**

**Applications are invited for the position of one General Manager on Contract basis for TBI, NIT Calicut**

**App.No:TBI/GM-2018-1**

**22November, 2018**

### **1. About TBI NIT Calicut**

Technology Business Incubator (TBI) was set up at National Institute of Technology Calicut (NITC) in 2003-04 with the support of National Science & Technology Entrepreneurship Development Board (NSTEDB), Department of Science and Technology, Govt. of India to incubate startup industries in IT and Electronics. TBI at NITC is registered as a society under the society's registration Act XXI of 1860 on 16 Sep 2009. In the year 2016, TBI was selected as one of the TBIs under the Startup India scheme and was further provided funding for incubating ventures in the field of Agriculture, Biotechnology, NANO Technology and Renewable Energy. TBI is governed by the Board of Governors as per DST norms with Director, NIT Calicut as the Chairman.

### **2. Job Description of General Manager on Contract basis**

We are looking for a highly motivated team player who will have the responsibility of implementing incubation, outreach and administrative strategies for TBI at NITC. The following are the responsibilities expected in this role:

#### **Responsibilities**

- Planning the growth of TBI at NITC and implementation of schemes in association with various agencies.
- Planning and execution for the required infrastructure development
- Represent TBI in all the meetings of the government departments and other important organisations
- Bringing in more projects and activities
- All administrative and governance matters with the Institute as per the norms of DST and BOG of TBI.
- Liaison with other organisations and Government Departments.
- Managing communication with internal and external stakeholders/parties

### **3. Essential Qualifications & Experience**

#### Essential Qualifications

- a. A postgraduate degree in Management or equivalent with basic degree in engineering/technology with minimum 50% marks.
- b. Total ten years of work experience in business incubation management/startup management/entrepreneurship development/business management.

#### Essential Traits and Skills:

- a. Business Background/Understanding/Experience; Ability to take initiative or thrive in a non-standard role
- b. Excellent managerial, collaboration and networking skills with a proactive approach to work
- c. Excellent interpersonal and communication skills, fluency in written and spoken English

### **4. Desired Skills**

- a. Strong professional network in corporate/startup ecosystem
- b. Strong experience of working in teams, managing subordinates and handling administration processes
- c. Experience in a government sponsored startup promotion/incubation systems
- d. Awareness of startup ecosystems; Working knowledge of IP processes
- e. Willingness to travel

### **5. Number of posts, Remuneration and Nature of Appointment and Age Limit**

Number of post: One (contract basis) This position is temporary on contract basis and will have a consolidated monthly remuneration of Rs.75,000/- ( Rupees Seventy five thousand only) without any other allowances. It is a full-time contractual position for eleven months which may be extended based on performance, as per the decision of BOG of TBI. Maximum age as on 01.01.2019 should not be more than 50 years.

### **6. Work Hours**

Normal work hours are 9 AM to 5.30 PM (Monday to Friday). However, typical activities/events organized by TBI at NITC run from early mornings and/or into late evenings and/or holidays/weekends. The role demands working extra hours and on call availability without

any additional allowances. The role will also require travelling on behalf of TBI NITC from time to time.

## **7. Application Process**

Interested candidates can download the application form using “Application form” link given below. Scanned copy of the filled and the duly signed form and the certificates for qualification and experience may be sent to [deanrc@nitc.ac.in](mailto:deanrc@nitc.ac.in).

**Deadline** for application is **10 December 2018, 5:00 pm**.

For any queries, email us at: [tbi@nitc.ac.in](mailto:tbi@nitc.ac.in)

## **8. General Instructions:**

1. Only shortlisted candidates will be contacted/informed **through email/phone only** for attending the interview.
2. TBI NITC 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. TBI NITC also reserves the right to place a limit on the total number of candidates to be called for written test and interviews. The decision of TBI NITC in this regard will be final and binding.
3. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.
4. TBI NITC 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.

Chairman TBI

[Application form](#)