

Foundation for Innovation and Technology Transfer has multiple openings for program management, Lab management, Admin, HR and IT at New Delhi

Please submit the applications through the following link:

<https://forms.gle/BPepYrGknV3ZXrMVA>

Role: Program Management (IDEX Program, Corporate Programs and Govt Programs)

Age less than 30 years

Minimum qualifications :

1. A basic degree in science or engineering with a higher technical, legal or management course.
2. Post graduate degree in sciences would be preferable.
3. Candidates with experience working in startups/Incubation space may be preferred.

Experience – 3 years of relevant experience or more

RESPONSIBILITIES

1. Contribute to the technical evaluation of problem statements and for documentation of qualified problem statements.
2. Take the initiative for actively scouting for startups to apply for challenges and for supporting startups incubated by FITT to submit winning applications/proposals Like iDEX DISC ,Open Challenge IDEX, TIDE, SISF, Accelerator Programs etc)
3. Manage the end-to-end process of grant administration involving monitoring, evaluating and reporting the milestone-wise progress/performance of the programs, and innovation projects in accordance with the guidelines and meeting the expectations of the Sponsoring organisation;
4. To manage planning and implementation of events, conferences, visits, startup demos, and ecosystem meetups required to strengthen the ecosystem and to make FITT a leading player in promoting startups in multiple sectors like defence, aerospace, EV , Mobility, renewable energy, Agri and other Deeptech domains.
5. Manage lab equipment, including inventory management and maintenance contracts.
6. Technical writing: Creating SOPs and ensuring proper usage, records, EHS compliances, etc.
7. Participate in structured outreach and liaison with other facilities to provide extended support to the incubatees.
8. Other similar tasks based on the organisation's requirements.

Freshers with strong interest, credible qualifications may also apply for consideration as young professionals.

Excellent communication (written/spoken) skills are a must in all cases.

Salary : Annual CTC depending on experience

Last date of Receipt of application: 10 May 2024. (Please note if reasonable applications are received, the application date can be closed earlier)

Scientific Officer – BioNEST@FITT, IIT Delhi

FITT, IIT Delhi Invites applications from qualified individuals in the life sciences domain who are passionate about technology and entrepreneurship

Role: Lab & incubation management: BioNEST

Age less than 35 years

Minimum qualifications :

- a) M.Sc. with 5 years of lab experience or PhD (with lab work) in life sciences.
- b) Experience in handling instruments like Bioreactors, Fume hoods, GC-MS, FPLC/HPLC, etc is desirable.
- c) Knowledge about EHS requirements, compliances, etc., is desirable.
- d) Effective communication skills to engage with startups, other institutions and incubators.
- e) Effective documentation skills.
- f) Willingness to travel frequently for outreach and liaison activities.

Experience – candidates with three years of relevant experience working in any incubator may be preferred.

RESPONSIBILITIES

1. Onboard new startup companies to the BioNEST incubator and provide orientation to them.
2. Augment lab infrastructure by identifying startup requirements and suggesting facility enhancement.
3. Manage equipment in the labs, including inventory management and maintenance contracts.
4. Technical writing: Creating SoPs and ensuring proper usage, records, EHS compliances, etc.
5. Conduct/coordinate training programs for startups/students at the BioNEST Labs.
6. Create awareness about the BioNEST facility by structured outreach.
7. Liaison with other facilities to provide extended support to the incubatees.
8. Other similar tasks based on the organization's requirements.

In all cases, excellent communication (written/spoken) skills are a must.

Salary : Annual CTC Upto INR 8 Lacs depending on experience

Last date of Receipt of application : 10 May 2024. (Please note if reasonable applications received application date can be closed earlier)

Administrative Officer

FITT, IIT Delhi Invites applications from qualified individuals for Administrative responsibilities candidate will be comfortable with general office operations, including electronic correspondence, filing, typing reports and distributing mail

Role: Administrative Officer

Age less than 45 years

Minimum qualifications :

- a) Graduate in any subject
- b) Experience in filing documents and tracking of documents.
- c) Good organization, scheduling and time management skills.
- d) Previous experience with administrative duties in an office setting preferred.
- e) Working knowledge of Shorthand and Microsoft Office with a typing speed of at least 60 wpm.
- f) Excellent drafting and communication skills.

Experience – 3 Years of relevant experience or more

RESPONSIBILITIES

1. Handle office interactions with outside visitors. This includes greeting and directing guests, answering phone inquiries, and handling requests or complaints in a professional manner.
2. Keep track of inventory and work with supply vendors to ensure a well-stocked office.
3. Occasionally travel off-site to deliver files and reports to various departments within the organization.
4. Maintain files with confidentiality in an easily accessible format.
5. Coordinate communication between various departments, schedule meetings, distribute reports and keep all parties informed of general business operations.
6. Operate and maintain office machinery, including copiers, fax machines and printers. In all cases, excellent communication (written/spoken) skills are a must.

Salary : Annual CTC Upto 8 Lacs depending on experience

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HR Officer

FITT, IIT Delhi Invites applications from qualified individuals for an HR officer with excellent communication skills, both written and verbal.

Role: HR Officer

Age less than 45 years

Minimum qualifications :

- a) Bachelor's degree in human resources.
- b) Additional training/certification in Payroll Management – may be advantageous.
- c) Labor Relations certification – may be advantageous.
- d) Experience as a Skills Development Facilitator – may be advantageous.
- e) Able to engage in meaningful negotiation and resolution.
- f) Knowledge of employment legislation.
- g) Excellent verbal and written communication skills.
- h) Protecting the interests of all employees.
- i) Full understanding of HR functions and best practices.

Experience – 5 Years of relevant experience or more

RESPONSIBILITIES

1. Preparing job descriptions, advertising vacant positions, and managing the employment process.
2. Recruit, screen, interview, hire and handle exit of employees as necessary, following all HR processes and procedures
3. Coordinate and direct work activities for managers and employees
4. Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have
5. Orientating new employees and training existing employees.
6. Support in Implementing systematic staff development procedures, policies etc
7. Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

Salary : Annual CTC Upto 8 Lacs depending on experience

Last date of Receipt of application : 10 May 2024. (Please note if reasonable applications received application date can be closed earlier)

IT Admin

FITT, IIT Delhi Invites applications from qualified individuals for an IT admin role.

Role: IT Admin

Age less than 30 years

Minimum qualifications :

First Class BCA or B.Tech in IT/CS subjects or a related relevant qualification.

Experience – Minimum 3 Years of experience in a similar role.

Responsibilities:

- 1) Handling tasks like software upgrades, user training, troubleshooting, and network management
- 2) Implementing and overseeing security measures to protect data and manage access controls
- 3) Providing technical support to employees, resolving any IT-related issues quickly and efficiently
- 4) Maintaining, configuring, and operating computer systems, especially multi-user computers like servers
- 5) Ensuring the ERP structure is efficient and robust, managing ERP data, and related issues and coordinating with the developer team
- 6) Managing regular webpage updates
- 7) Managing ticket queues
- 8) Resolving software and hardware issues

Salary : Annual CTC Upto 5 Lacs depending on experience

Last date of Receipt of application : 10 May 2024. (Please note if reasonable applications received application date can be closed earlier)