

**FOUNDATION FOR INNOVATION AND TECHNOLOGY TRANSFER  
(FITT)**

Advt. Ref. No. FT/11/2019  
Date: 5<sup>th</sup> February, 2019

**Vacancy Notification**

Applications are invited from young, energetic and committed professionals for the various post in the areas of **Business Development, Administration, Entrepreneurship, Incubation, IPR, Technology Licensing, IT, Communication and Design.**

Interested candidate may apply in confidence with a CV covering educational qualifications, work experience, contact details, references etc.. Also, the particulars should be filled in the excel format available at [www.fitt-iitd.org](http://www.fitt-iitd.org) and email to [uttam.fitt@gmail.com](mailto:uttam.fitt@gmail.com). Completed application in sealed envelope *subscribing* "Application for the post of \_\_\_\_\_" must reach the **COO, Foundation for Innovation and Technology Transfer**, Indian Institute of Technology Delhi, New Delhi -110016 by 15<sup>th</sup> February, 2019. Only short-listed candidates shall be called for the interview tentatively scheduled on 22<sup>nd</sup> February, 2019.

**JOB TITLE:**                    **Officer / Sr. Officer**

**COMPENSATION:**        In the range of Rs 5 – 9 Lakh annual CTC, depending on experience.  
*Salary shall not be a constraint for the deserving candidate.*

**TENURE:**                    3-Year service contract with 6-months' probation. The position is extendable on performance.

**AGE:**                        Preferably less than 35 years

**JOB PROFILE:**  
The job entails impactful and measurable targets.

**Qualifications:**  
Essential: Degree in Engineering, Science, Arts, Commerce etc. from a recognised University.  
Desirable: Higher level degree e.g. M. Tech., MBA etc.

**Experience and Knowledge :**

Preferably more than 2 years' experience in the following:

- Technology Transfer Office / R&D administration
- Incubator / STEP / Research Park
- CSR program management
- IPR management
- Implementation of National challenge contests for ideation projects and/or selection of awardees.
- Entrepreneurship Development / Start-up ecosystem
- MIS database set-up / maintenance on key activity metrics including customer / client data, website administration and leveraging social platforms for promotion/dissemination of activities in organisation.

The candidate is expected to possess the following attributes:

- Commercial and relationship acumen. Communication proficiency.
- Ability for Technical analysis/writing/documentation
- Self-driven, multi-tasking, ability to prioritise, with a strong delivery focus

(K. K. Roy)  
Chief Operating Officer