

**IIT BHUBANESWAR**  
**RESEARCH AND ENTREPRENEURSHIP**  
**PARK**

(A Section-8 Company registered with the Registrar of Companies (Roc), Cuttack)

**Recruitment Notice**

**ADVERTISEMENT No.** Recruitment/IIT BBSR Research and Entrepreneurship Park/2023-24/August

Indian Institute of Technology (IIT) Bhubaneswar Research and Entrepreneurship Park was incorporated (12 October 2018) as a section-8 (not for profit) company and was registered with the Registrar of Companies (Roc), Cuttack. Its registered office is at Samantapuri campus of IIT Bhubaneswar, at the heart of the capital city Bhubaneswar. The prime objective of this Company is to promote entrepreneurship, research and start-up activities. Such a Section-8 Company will also help IIT Bhubaneswar to receive grants under various Government schemes promoting entrepreneurship, research and start-up activities.

The company invites ONLINE applications from the interested candidates / eligible Indian Nationals for the following positions ON CONTRACT BASIS. These positions are purely temporary in nature. Details of the vacancy are given below.

Sl. No	Name of the Post	Number of Vacancies	Consolidated Remuneration in INR	Nature of Engagement
1	Chief Executive officer	1	100,000 to 140,000	Contract
2	Incubation Associate / Assistant Manager	1	40,000 – 50,000	Contract
3	Program Associate / Assistant Manager	1	40,000 – 50,000	Contract
4	Technical Officer	3	40,000 – 50,000	Contract
5	Junior Engineer / Technical Staff	1	30,000 – 40,000	Contract
6	Office Assistant	1	25,000 – 30,000	Contract
7	Multi-tasking Staff	1	18,000 – 25,000	Contract

Sl. No	Post	Particulars
1	Chief Executive Officer	<p><b>Essential Qualification:</b> Any graduate with MBA or PG Diploma with first class in career.</p> <p><b>Required Experience:</b> 10 years of overall experience in industry, out of which preferably 5 years of experience in Start-up or incubation centers.</p> <p><b>Contract Period</b> Up to 3 years based on periodic review.</p> <p><b>Upper age Limit: 55 years</b></p>
2	Incubation Associate / Assistant Manager	<p><b>Essential Qualification:</b> Any graduate with an MBA or PG Diploma with first class in career.</p> <p><b>Required Experience:</b> 3 years of experience in industry, out of which preferably 1 year of experience in Start-up.</p> <p><b>Contract Period</b> Up to 3 years based on periodic review.</p> <p><b>Upper age Limit: 40 years</b></p>
3	Program Associate / Assistant Manager	<p><b>Essential Qualification:</b> Any graduate with an MBA or PG Diploma with first class in career.</p> <p><b>Required Experience:</b> 3 years of experience in industry, out of which preferably 1 year of experience in Start-up.</p> <p><b>Contract Period</b> Up to 3 years based on periodic review.</p> <p><b>Upper age Limit: 40 years</b></p>
4	Technical Officer	<p><b>Essential Qualification:</b> BE/BTech/ME/MTech/PhD in any discipline of Engineering with first class in career.</p> <p><b>Required Experience:</b> Preference will be given to the candidate having industry or academic experiences..</p> <p><b>Contract Period</b> Up to 3 years based on periodic review.</p> <p><b>Upper age Limit: 40 years</b></p>

5	Junior Engineer / Technical Staff	<p><b>Essential Qualification:</b> Diploma/BE/BTech in any discipline of Engineering with first class in career.</p> <p><b>Required Experience:</b> Preference will be given to the candidates having industry or academic experiences..</p> <p><b>Contract Period</b> Up to 3 years based on periodic review.</p> <p><b>Upper age Limit: 35 years</b></p>
6	Office Assistant	<p><b>Essential Qualification:</b> Diploma/Graduate with first class.</p> <p><b>Required Experience:</b> Preference will be given to the candidates having industry or academic experiences..</p> <p><b>Contract Period</b> Up to 3 years based on periodic review.</p> <p><b>Upper age Limit: 35 years</b></p>
7	Multi-Tasking Staff	<p><b>Essential Qualification:</b> 10+2/Diploma/Graduate with knowledge in Computers, DAK processing. Preference will be given to the candidates having experience.</p> <p><b>Contract Period</b> Up to 3 years based on periodic review.</p> <p><b>Upper age Limit: 45 years</b></p>

### General Instructions:

1. Aspiring candidates satisfying the eligibility criteria may send filled up application form (**Annexure-1**) through email to the below addresses:

E-mail: [recruitment.rpiitbbsr@iitbbs.ac.in](mailto:recruitment.rpiitbbsr@iitbbs.ac.in)

With a copy to: [office.rep@iitbbs.ac.in](mailto:office.rep@iitbbs.ac.in)

2. Candidates must attach the scanned copies of all certificates of **educational qualification, experience, and bio-data. Incomplete applications** will not be considered.
3. The shortlisted candidates shall be required to produce original copies of educational qualification and experience certificates at the time of interview/written test/skill test.
4. The **opening date** of submission of online application is **22.08.2023** and the **closing date** of submission of online application is **12.09.2023** (midnight). Hard copy of the application is **not required**.

5. No TA/DA shall be paid for attending the Interview / test.
6. The company reserves the right not to shortlist a candidate based on the application, cancel or modify the recruitment at any time without assigning any reason, thereof.
7. No interim enquiry will be entertained. However, candidates are advised to keep visiting the company website <https://rep.iitbbs.ac.in/> for any updates in this regard.
8. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Board of Directors, IIT Bhubaneswar Research and Entrepreneurship Park in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination / interview will be final and no query or correspondence will be entertained in this connection from any individual.
9. Mode of selection will be written test / skill test and / or technical / personal interview. Post-wise selection mode will be communicated later on.

Date: 22-08-2023



Authorized Signatory

