



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला
National Institute of Technology Rourkela



FOUNDATION FOR TECHNOLOGY & BUSINESS INCUBATION (FTBI)
(A Section 8 Company Supported by DST, Govt. of India)

No: NITR/TIIR/FTBI/19/ADV/002

Dt: 27.05.2019

Rolling Advertisement for Different Positions at
Foundation for Technology & Business Incubation (FTBI), NIT Rourkela

Company profile:

Foundation for Technology & Business Incubation (<https://www.ftbi-nitrkl.org/>) is a Technology and Business Incubator at NIT Rourkela. It is a section 8 Not for Profit Company supported by DST which housed under TIIR Building of NIT Rourkela. We provide an ecosystem for startups to turn ideas into products that are commercially viable. We invest in enterprises, ideas and technologies that can create a positive impact on society and transform the world we live in.

1. Job title: INCUBATION MANAGER

No. of Positions: 02

Essential Qualifications:

- Graduate in Engineering & Technology or Post Graduate in any discipline.
- More than two years of industry experience preferably in **Incubation Centers**.

Desirable Qualifications:

- Proven track record of managing large projects.
- Well conversed and have excellent interpersonal and communication skills.
- Good verbal and written communication skills.
- Strong leadership, analytic and strategic planning skills.

Key Responsibilities:

- Scouting and building pipeline of potential startups for incubation
- Curating and on boarding startups into incubation program.
- Managing day to day operation of incubation center.
- Assist startups in the areas of strategy, business plan development, market analysis, company registrations.
- Startup community mobilization.
- Analyze financial statements, forecasts and funding requirements of each potential startup.
- Monitor progress of startups
- Understand requirements of startups and build a mentoring relationship through the mentor pool.
- Develop and maintain relationships with Investors, Government bodies, Service companies
- Conducting awareness/promotional programs
- Liaising with Industries.
- Designing and conducting training programs and workshops for Startups.
- Define, build and finalize agreements with facilitating agencies.

- Ability to independently lead and execute projects
- Ability to thrive in a fast paced, dynamic start-up environment
- Willingness to travel as needed.

Age: - Below 35 years as on the Interview Date

Consolidated Salary: INR 30000/- per month

2. Job title: INCUBATION ASSOCIATE

No. of Positions: 02

Essential Qualifications:

- Graduate in Engineering & Technology or Science.
- More than one year of industry experience.

Desirable Qualifications:

- Sound knowledge of MS-Office (Power point, XL and Word)
- Good verbal and written communication skills.

Key Responsibilities:

- Assisting in administrative and other planned activities of the FTBI.
- Supporting the FTBI Management Team for smooth functioning of TBI.
- Contributing in FTBI's entrepreneurial efforts in targeted areas, including compiling and analyzing data, organization of Events and Seminars
- Operation and Maintenance of facilities at FTBI
- Office management and Administrative support
- Delineate deliverables, their timelines, monitor and review payables/ receivables of FTBI

Consolidated Salary: INR 20,000 /- per month

Age: - Below 30 years as on the Interview Date

3. Job Title: INCUBATION ASSISTANT

No. of Positions: 02

Minimum Qualification: Any Graduate

Experience: NA

Key Responsibilities: The Incubation Assistant will assist in all the day to day activities of the FTBI

Consolidated Salary: INR 10,000 /- per month

Age: - Below 25 years as on the Interview Date

Work Location: Rourkela, Odisha

Please email your resume to rkpanda@nitrkl.ac.in

Contact Details:

Foundation for Technology and Business Incubation (FTBI)

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