



FOUNDATION FOR INNOVATORS IN SCIENCE AND TECHNOLOGY

A NIDHI-TBI funded by DST, Govt. of India

INDIAN INSTITUTE OF TECHNOLOGY PATNA

5TH FLOOR (LEFT), BLOCK-9, BIHTA, PATNA, BIHAR, INDIA, 801106

CIN-U73200BR2017NPL035343, Email- info_tbi@iitp.ac.in, Phone- 06115



Advt No.: FISTIITP/Rect/2023/02

Date: 03.08.2023

RECRUITMENT DRIVE FOR VARIOUS POSITIONS (Temporary)

Walk-in-Interview

Foundation for Innovators in Science and Technology (FIST) at IIT Patna is developed under the NIDHI-TBI initiative of the Ministry of Science & Technology, Department of Science & Technology, Government of India. It is registered as a Section 8 company under the Ministry of Corporate Affairs. FIST-TBI, IIT Patna is looking for suitable Indian Nationals for appointment purely on a temporary and contractual basis on the following post (s):

Sl No.	Name of Post (s)	Number of Vacancies	Consolidate Salary Range (in Rs)	Max. Age Limit (Yrs)
1	Junior Engineer or Junior Mechanics	01	20,000.00-25,000.00	Less than 45
2	Computer/IT Technician	01	20,000.00-25,000.00	Less than 45
3	Multi-Tasking Staff (MTS)	01	12,000.00-18,000.00	Less than 45

The upper Age limit, qualification, and experience for each post will be considered on the last date of closing.

The candidates are required to submit a soft/scanned copy of the application along with all requisite certificates in one pdf file through the provided email address: info_tbi@iitp.ac.in on or before the last date for submission of the application. After successful submission of the application through email, a printout copy of the same is required to submit to FIST-TBI Office before appearing on the day of the Walk-in-Interview. Before submitting the application form, the candidates are advised to carefully read the “General Information and Instructions to the Candidate” attached herewith.

IMPORTANT DATES:

1.	Opening date for submission of online application and registration through the provided link	04.08.2023
2.	Last date for submission of soft copy of application at info_tbi@iitp.ac and registration through provided link	21.08.2023
3.	Tentative Date of Walk-in-Interview	Visit the website of IIT Patna for further updates on the final interview date or communicated through email.



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Details of Posts/Vacancies and eligibility criteria

The qualification & experience for the above post(s) are as under: -

Name of Post	Junior Engineer or Junior Mechanics
No. of Post	1 (One)
Minimum Educational Qualification & Experience	3-year Diploma in Electronics Engineering/Electrical Engineering/ /Mechatronics/Computer Science, and Engineering in an appropriate discipline/equivalent from a recognized institute with relevant experience of 7 years after obtaining the diploma, OR M.Sc. in Electronics from a recognized institute/university and Applicant/candidate must have a minimum of relevant experience of 5 years after the qualifying degree. • Strong written and verbal communication. • Work experience in incubation centres, and government organizations may be preferred. • Qualification Degree must be from reputed and recognized Institutes/Universities.
Emoluments (Consolidated)	INR 20,000.00 to 25,000.00 plus @9%HRA per month or on-campus accommodation subject to availability. It will be decided based on qualifications and expertise/skill sets. 5-10% annual increment will be applicable subject to satisfactory performance.
Role	The Junior Engineer or Junior Mechanics is responsible to carry out activities related to the technical support to incubates/innovators of FIST. Key job responsibilities of the role are mentioned below: <ul style="list-style-type: none">▪ Work related to infrastructure development of FIST, prototype development of start-ups/innovators, technical assistance/support,▪ Work with multiple disciplines including planning & operations, Quality, Product Development, Start-up support, IT, technology validation, testing of products, market trial, etc.▪ Ready to work with mechanical engineering on mechanical-electrical, computer/IT-related works,▪ Technical supervision and report generation of the ongoing FIST work▪ Reviewing the AMC conditions for all machines, equipment, and insurance of machines/equipment, to assist in reviewing design, tenders, BOQs-related works▪ Control of wastage and quality of workmanship▪ Work under direction but be able to use own initiative when required▪ Envision the bigger picture, whilst also producing a high level of accuracy and attention to detail



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	<ul style="list-style-type: none">▪ Must be able to work in a fast-paced, busy, and somewhat stressful environment and maintain physical stamina, and a proper mental attitude while dealing effectively with start-ups, mentors, management, team members, and other stakeholders▪ Coordination between different stakeholders and agencies▪ Sharpening skills and knowledge of project organization, standards of engineering, and scientific investigation and evaluation.▪ Provide support to outreach activities and assist in events, programs, training, workshops, hackathons, etc▪ Often responsible for office projects and tasks, as well as overseeing all works▪ Coordinate project deliverables▪ Support & Monitor the production staff▪ Responsible for maintaining the optimum performance of a certain engineering system or design, as per direct mandate▪ Develops engineering documentation including standard operating procedures, process flow maps, work layouts, and cause and effect diagrams▪ Support product development and product launch with teams, product management and manufacturing to ensure efficient and robust “concept to customer” technology delivery▪ Design and document features▪ Implement, test, and debug features▪ Identify factors affecting a potential implementation▪ Perform other duties as assigned by the FIST administration <p>The above criteria may be relaxed for meritorious candidates with exceptional qualifications, outstanding records and experiences.</p>
Tenure of Appointment	An appointment is purely temporary for a period of a one-year subject to a performance review after six months. It is likely to be extended based on your satisfactory performance till the completion of this project or the availability of funds. Appointment may be terminated by either side by a notice of one month.
Age	Less than 45 years as of the closing date of the advertisement. Age relaxation of candidates may be considered with excellent performance, proven records, experiences in incubation centres, entrepreneurship, start-up support, etc.
Accommodation	Suitable accommodation will be provided subject to availability.

Name of Post	Computer/IT Technician
No. of Post	1 (One)
Minimum Educational	Graduate with a Diploma in computer applications with 5 or more years of relevant experience in IT/ Networking skills



Qualification & Experience	Qualifying Degree must be from reputed and recognized Institutes/Universities. Desirable: CCNA CISCO Career Certified, DCA, DBMS, software & development solution, command on latest version of Tally software & development solution
Emoluments (Consolidated)	INR 20,000.00 to 25,000.00 plus @9%HRA per month or on-campus accommodation subject to availability. It will be decided based on qualifications and expertise/skill sets. 5-10% annual increment will be applicable subject to satisfactory performance.
Role	<p>The Computer/IT Technician is responsible to carry out activities related to the technical support. Key job responsibilities of the role are mentioned below:</p> <ul style="list-style-type: none">• Software and hardware installation, routine maintenance, upgradation/update of system, AMC, troubleshooting• validate new operating systems and support hardware• technical support to innovators/startups/entrepreneurs for their product development, validation, testing, field trial, etc.• Graphics, digital marketing, Database management• Study new technologies and procedures to update industry standards and new products• Daily and weekly reporting of the installation/Service progress and ensuring the technician's weekly job reports are properly filled and sent to the Person in Charge• Performs other duties as assigned to him or her by the CEO• Provide the specification for procurement of the new system/service plan, schedule, conduct, and coordinate detailed phases of the future development work• assist in Incubation – Operations Marketing activities at the incubator that involves meeting the goals and deliverables of the programs run by the FIST.• manage the day-to-day interaction with the Incubatees/start-ups and provide continued strategic support as and when required• proactive support by phone or email for the Q&A• Assist with the Account section• the person will work under the guidance of the FIST leadership. <p>Skills:</p> <ul style="list-style-type: none">▪ Very good people management skills▪ Very good co-ordination skills▪ Very strong written and verbal communication skills in English and Hindi▪ Ability to work on MS Office specifically Word and PowerPoint▪ Graphics, digital marketing skills/certification desirable, etc. <p>The above criteria may be relaxed for meritorious candidates with exceptional qualifications, outstanding records, and experiences.</p>



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Tenure of Appointment	An appointment is purely temporary for a period of one-year subject to a performance review after six months. It is likely to be extended based on your satisfactory performance till the completion of this project or the availability of funds. Appointment may be terminated by either side by a notice of one month.
Age	Less than 45 years as of the closing date of the advertisement. Age relaxation of candidates may be considered with excellent performance, proven records, experiences in incubation centers, entrepreneurship, startup support, etc.
Accommodation	Suitable accommodation will be provided subject to availability.

II. Name of Position: Multi-Tasking Staff (MTS)

No. of Post-01

Name of Post	Multi-Tasking Staff
No. of Post	1 (One)
Minimum Educational Qualification & Experience	Intermediate/Graduation with 02 or more years of work experience in an incubation centre, research organisation, industry, academia, or relevant organization • Work experience in basic computer knowledge, typing, incubation centres, and government organizations may be preferred. • Qualification Degree must be from reputed and recognized Institutes/Universities. Desirable: ITI Degree, DL, Good in Hindi and English typing speed
Emoluments (Consolidated)	INR 12,000.00-18,000.00 plus @9%HRA per month or on-campus accommodation subject to availability. It will be decided based on qualifications and expertise/skill sets. 5-10% annual increment will be applicable subject to satisfactory performance.
Role	<ul style="list-style-type: none">▪ Manage files in an orderly and systematic fashion and track file movements▪ Carrying files and papers within the building,▪ Physical maintenance of records of the Section, Photocopying,▪ Issue/Dispatch and maintain records of incoming and outgoing correspondence▪ Perform all duties as assigned by the FIST authority such as office works, surveys, data entry, etc,▪ Assist engineer or technical person in labs, and start-ups innovation activities,▪ Provide logistics support such as arranging transportation and accommodation for FIST events, meeting, training prog, etc.▪ Work for outreach activities and assist in events, programs, training, workshops, hackathons, etc▪ Answering incoming calls; taking messages and re-directing calls as required▪ Diary, visitors book management and arranging appointments, booking meeting rooms and conference facilities, photography, etc.▪ Data entry (property/assets listings, etc.)



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	<ul style="list-style-type: none">General office management such as ordering stationary/procurement of itemsPerform other duties as assigned by the FIST administration The above criteria may be relaxed for meritorious candidates with exceptional qualifications, outstanding records and experiences.
Tenure of Appointment	An appointment is purely temporary for a period of a one-year subject to a performance review after six months. It is likely to be extended based on your satisfactory performance till the completion of this project or the availability of funds. Appointment may be terminated by either side by a notice of one month.
Age	Less than 45 years as of the closing date of the advertisement. Age relaxation of candidates may be considered with excellent performance, proven records, experiences in incubation centres, entrepreneurship, start-up support, etc.
Accommodation	Suitable accommodation will be provided subject to availability.

Link for Registration for walk-in interview: <https://forms.gle/jGyAvJDb8Yfl5wp8>

Last Date for Registration for Walk-in-Interview: 21.08.2023

Date of Walk-in-Interview: It will be communicated through submitted applicant's mail id.

Note: Visit the website of IIT Patna for further updates on final interview dates too.

For any query, please write to: info_tbi@iitp.ac.in

Recent passport-size photo photographs and photocopies of relevant certificates and other testimonials in support of age, qualification and experience, etc. are required to submit for further verification process at an appropriate stage.

General Information / Details about the post

1. The appointment of the applicant will be governed by the terms & conditions of the FIST-TBI, IIT Patna in effect on a time-to-time basis.
2. Appointment is purely temporary and will co-terminus with one-month notice or compensation.
3. The appointed person shall have no claim of appointment/absorption in any companies, departments, or centres of IIT Patna.
4. The qualification prescribed should have been obtained from recognized Universities/ Institutions.
5. The prescribed educational qualification & experience are the bare minimum and mere possession of the same does not entitle candidates to be considered for the selection process. FIST-TBI, IIT Patna reserves the right to fix higher criteria for selection of eligible candidates from those satisfying the advertised qualification and requirements of the project post.



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6. Age relaxation commensurate with experience of the applicant may be considered for deserving candidates with the prior approval of the competent authority.
7. Salary will not be a constraint for exceptionally deserving candidates.
8. Relaxation in the requirement of qualification and/or experience may be considered in the case of exceptionally meritorious applicants with the approval of the competent authority.
9. In case, a selected candidate does not join or resigns after joining the post, waitlisted candidate/s may be offered the position.
10. No TA/DA will be admissible for appearing for the interview.
11. No interim inquiries/correspondence/communication/of any sort will be entertained on the matter.
12. Canvassing in any form and/or bringing any influence, potential, or otherwise will be treated as a disqualification for the post applied for.
13. Jurisdiction area will be Patna.

Note:

- 1) Name of the position must be mentioned on the application/email subject heading.
- 2) Applications that are not in the prescribed format along with all required self-attested documents (HARD COPY) will not be considered for further process.
- 3) All requisite original certificates of educational qualifications, experiences, and No Objection Certificate (NOC) from the present employer are required to produce before attending the walk-in interview.

You may visit www.iitp.ac.in notice board for more details.

In case of a large number of applications, the committee may decide to conduct tests/interviews. The decision of the selection committee is final in all matters related to the recruitment of suitable candidates.

PIC
FIST-TBI, IIT Patna

Date: 03.08.2023

Place: FIST, IIT Patna



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Work Experience:

Sr. No.	Name of Organization	Work Period		Total work period		Role/Designation
		From Date	To Date	Years	Months	
1						
2						
3						
4						
5						

Relevant Experience in years: _____ Overall Experience in years: _____

Skill Set and Area of Expertise:

Note: This is mandatory to fill up this application. The applicant may enclose his/her resume along with it.

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Date:03.08.2023

Place: IIT Patna

Signature of applicant

Enclosures: