

For IASST web site



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(An Autonomous Institute under DST, Govt. of India)

Vigyan Path, PaschimBoragaon, Garchuk, Guwahati-781035

Recruitment Notice for the Incubation Center at IASST, Guwahati

Advt.no- 243

Date: 30/04/2020

Applications are invited through online submission for recruitment in the Incubation Center at Institute of Advanced Study in Science and Technology (IASST), Guwahati under the BIRAC-BioNEST project for selection of suitable candidates for the following position contractual basis:

Sl No.	Post	Qualification		Remuneration per month
		Essential	Desirable	
1	Manager (Incubation & Outreach) (One position)	Post Graduate in any branch of Science/Engineering with MBA having minimum 5 years of experience in relevant field in a Government/Corporate, Start up or high-quality development organization. The candidate should have skill in Project/Programme Management, Business Development/Resource Mobilization, Finance and Accounts, Monitoring and Evaluation, strategic Alliances, Training and Capacity Building, Entrepreneurship and in technology commercialization.	Work Experience in incubation center, creation of start-up, raising grants and funds, Experience of business, financial planning and financial modelling. Strong grasp of at least two of the following areas – strategy setting, governance, legal structures and team building, Outstanding written and spoken communication skills. Ability to independently lead and execute projects and ability to build dynamic start-up environment. Knowledge about the different national and regional stakeholders of entrepreneurial ecosystem, Government policies and procedures, Intellectual Property Rights, business and commerce. Should have excellent organizational, interpersonal and communication skills. Fluent in English, Hindi and local language of Assam.	Rs. 65,000/- (Consolidated)

2	Manager (Science & Technology) (One position)	Graduate/Masters in Science/Technology/Engineering with minimum 3 years of work Experience in industry/ Govt. organization/Institute in entrepreneurship development and creation of technology based start-ups /outsourcing and collaborative technology generation, dissemination of technology and organizing events.	Knowledge of Patenting, IPR, commercialization of technology, Maintenance of lab protocols and management, Research methodologies in Science and Technology, competency in operating high-end scientific equipment, procurement procedures in government sector. Demonstrated quality, good communication skills, understanding the requirements of start-ups, Fluency in English, Hindi and local language of Assam.	Rs 45,000/- (Consolidated)
3	Office Assistant (One position)	B.Com with knowledge and skill in computer application, accounting software etc.	The candidate having work experience of 1 year in multiple areas of office-works like inventory management, record keeping, drafting internal and external communications etc. will be preferred.	Rs 20,000/- (Consolidated)

Important Notes:

1. Application Requirement: The applications for the positions at Sl. No. 1 and 2 must be supplemented with his / her vision about the Institutional Incubation center along with his/ her demonstrated competence for implementing that vision (in 1000 words). [\(Applicant need to upload this write-up in .pdf format in the option other field of upload portion of the online portal\).](#)
2. In addition to the above qualifications as prescribed, the profile of the candidates shall also be evaluated based on their suitability to carry out the respective roles and functions for the positions, as defined in the Annexure I of this advertisement.
3. Only short listed candidates will be called for interview. Mere fulfillment of the qualification requirements is not the criteria for short listing of the candidates for appearing in the interview.
4. Applicants having past service experience are to submit valid certificate(s) clearly mentioning the period and dates from their present and past employer as the case may be. They may also submit recommendation letters from at least two referees.

5. The applicants who had applied for any of the posts in response to the earlier Advertisement No. 224 Dated 03.12.2019 of IASST have to apply afresh in case they are interested for the position(s) with the revised terms and conditions and eligibility criteria.
6. The incumbents will be primarily posted at the campus of IASST, Guwahati but may require extensive travelling as per necessity.

Age Limit: The maximum age limit of the positions shall be as follows-

- Manager (Incubation & Outreach): 40 years.
- Manager (Science & Technology): 35 years.
- Office Assistant: 30 years.

The age is to be calculated as on the last date of submission of application. Age limits are relaxable for reserved categories as per GoI norms.

Duration of employment:

Above posts are purely contractual. The initial contract period shall be for 1 year including 6 months of probation period. Based on performance, to be evaluated by a committee, the employment can be further extended on yearly basis for the maximum period of 5 years i.e., the duration of the project. The appointment for the positions are coterminous with the duration of the project and subject to receipt of fund from the funding agency. The IASST is not bound to recruit/engage any of the person employed under the project after its termination.

How to apply: Before applying, the candidates must thoroughly read this advertisement, along with its annexures. On line application submission format is available in the institute's website (www.iasst.gov.in). **Last date of submission of the application is 20th June, 2020.** Scanned copies of all the relevant and required documents and testimonials must be uploaded during online submission of applications.

Other terms and conditions:

1. The candidates in employment must submit No Objection Certificate from the employer with the application.
2. The candidates are also to submit the name, address and contact details of two referees.
3. No TA/DA will be provided for appearing in the interview.
4. The applicants shall be required to present their original certificate and other testimonials on the date of interview.

Date, mode/venue of Interview: Shall be notified by email to the short listed candidates.

Contact Information:

The Registrar, INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under DST, Govt. of India)

Vigyan Path, PaschimBoragaon, Garchuk, Guwahati-781035

Email: registrar@iasst.gov.in

Phone: +91-361-2273061 / 2273064, Fax: +91-361-2273062, Reception: +91-361-2270095

Annexure – I

Job Descriptions of the Advertised Positions

1. JOB DESCRIPTIONS FOR MANAGER (Incubation & Outreach)

1.1 Role

This is a leadership role, and the Manager (Incubation & Outreach) shall report to the Director, IASST through the ISVEC. The incumbent shall be responsible for developing a self-sustaining incubation model at IASST. He /she will be the prime interface between budding entrepreneurs and the Incubation Center. He/she shall be responsible for managing the operations, planning, marketing and the development of the Technology Business Incubator, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices in order to convert the incubator into a world-class hub for solving technological and societal problems.

1.2 Functions: Working in consultation with the ISVEC, the Manager (Incubation & Outreach) shall be responsible for –

- Developing various Revenue Streams for the incubation center in accordance with its objectives, and generating additional resources for the incubation center from various sources.
- Ensuring necessary statutory compliances of the activities of the Incubation Center
- Developing the policies, work-procedures, reporting mechanisms and documentation methods for the incubation center, as per necessity.
- Identifying and attracting incubatees, seeking applications for potential start-ups and screening and evaluation of qualified applications.
- Arrangement of necessary support system for business incubation activities.
- Strategic allocation of resources towards various activities of the incubation center, and among the incubation center.
- Drafting for signing MoUs and building networks with key partners that will strengthen IASST Incubator
- Planning and execution of various outreach activities for incubatees, students and other stakeholders.
- Facilitating/Arranging funds for the incubatees from various sources.
- Guiding the incubatees on regulatory and commercial matters.
- Assisting incubatees in protection and transfer of their Intellectual Properties, Commercialization.
- Building brand value of the incubation center through online and offline activities.

- Identifying the needs and taking decisions about the outsourcing contracts.
 - Identifying opportunities, strategizing and executing value added services by the incubation center.
 - Representing the incubation center of IASST in front of external stakeholders.
 - Overall monitoring and development of the Incubator and its Incubatees.
 - Keeping the team of the incubation center and the incubatees motivated towards their work.
 - Any other assignments as bestowed upon by the IASST administration from time to time.
- **1.3** The Incubation center aims to serve the incubatees having full time parallel occupation in this time bound project. Hence, candidate must be ready to work in evening shifts or on week-ends, also, as per requirement.

2. JOB DESCRIPTION FOR MANAGER (Science & Technology)

2.1 Role: Manager (Science & Technology) shall be in operational role and shall take care of the operational requirements of the Bio-science based activities of the incubation center. Knowledge of Multiple domains of technology shall be preferable.

2.2 Functions:

Working under the Manager (Incubation & Outreach), the Manager (Science & Technology) shall primarily perform the following functions -

- Technical assessment of Incubation proposal in fields of Bio-sciences.
- Technical advisory for the incubatees, and analysis of test reports.
- Developing technical capabilities of Incubation center in the field of Bio-sciences.
- Identifying needs and arranging technical outsourcing for incubatees.
- Updating and advising the incubator manager and the incubatees about ongoing developments regarding policies and schemes for R&D and entrepreneurship related with Bio-Sciences.
- Technical Validation and Certification of the innovations related with bio-sciences.
- Keeping the records of equipment, warranties & AMCs, and taking steps for their updating.
- Helping incubatees in running all equipment & also operating high end equipment on behalf of incubatees.
- Assisting the Manager (Incubation & Outreach) in all round activities.
- Identifying the requirements of consumables and accessories and initiating the procurement process.
- Helping the Manager (Incubation & Outreach) and the incubatees, on the bio-science related aspects of proposals for funding.
- Ability to help the Manager (Incubation & Outreach) in conduction of online activities shall be of additional value.
- Any other assignments as bestowed upon by the IASST administration and Manager (Incubation & Outreach) from time to time.

2.3 The Incubation center aims to also serve the incubatees having full time parallel occupation in this time bound project. Hence, candidate must be ready to work in evening shifts or on week-ends, also, as per requirement.

3. JOB DESCRIPTION FOR OFFICE ASSISTANT

3.1 Role: Office Assistant shall be in a supportive role to the Manager (Incubation & Outreach), the Manager (Science & Technology).

3.2 Functions

Working as per the directives of the Manager (Incubation & Outreach) and the Manager (Science & Technology), the Office Assistant shall perform works such as - routine upkeep of the incubation center for record keeping, clerical activities, information gathering, helping in events, helping in regular communications of the incubation center, supporting virtual incubatees, running virtual office etc. and to take care of all administrative and accounts related works.
