



Indian Institute of Technology Indore

IITI ACE Foundation

Khandwa Road Simrol, Indore-453 552, India
Websites: acefoundation.iiti.ac.in, www.iiti.ac.in



No.IITI/Rect./CNT/2023/

November 11, 2023

Advertisement for Assistant Manager at IITI ACE Foundation

IITI Advanced Centre for Entrepreneurship (ACE) Foundation, which is a section-8 company located inside IIT Indore campus, administers a business incubator to provide “start-to-scale” support for technology-based entrepreneurship and facilitates the conversion of research activity into entrepreneurial ventures.

IIT Indore, an Institute of National Importance, is one of the second-generation IITs, established by Ministry of Education, Government of India. The campus is located in Khandwa Road, Simrol, Indore.

IIT ACE Foundation invites applications from Indian nationals having excellent academic records and relevant work experience for the following position on contract basis:

Assistant Manager (On Contract) - 01 Post

Qualification: Bachelor’s or Master’s degree in business, management, or a related field.

Experience:

- Prior experience in project or startup management.
- Strong communication and leadership skills.
- Ability to think creatively and solve complex problems.
- A passion for innovation and entrepreneurship.

Salary Range: The salary will be from ₹ 30,000/- per month (consolidated) depending upon the profile of the candidate.

Upper Age Limit: 35 Years

Job Description:

- Manage and support incubated startups in their growth journey.
- Develop and implement strategies to help startups reach their full potential.
- Coordinate and facilitate mentorship programs, workshops, and networking events.
- Collaborate with the incubation team to create a thriving entrepreneurial ecosystem.
- Manage, Monitor & Report the progress of the funds disbursed & progression of idea under Startup India Seed Fund Scheme (SISFS).

General Instructions

1. Experience will be reckoned on the date of submission of the application.
2. Candidature of applicant shall be subject to verification of testimonials at a subsequent

- stage i.e., at the time of interview. In case candidate fails to submit the required supporting documents (as mentioned by them in their CV), his / her candidature shall not be considered for interview.
3. Only shortlisted candidates will be called for interview.
 4. The appointment will be initially for one year on Contract. That will be renewed for further period based on the performance of the candidate and need of the Institute.
 5. Selected candidates will be entitled for OPD facilities only at Institute Health Centre. He / She will also be entitled for Leave as per rules in vogue.
 6. This is not a regular employment and does not entitle any claim or privileges or benefits of regular employment.
 7. No interim correspondence will be entertained. Information about the shortlisted candidates and dates of interview will be informed through email.
 8. Candidates will not be paid any amount towards their traveling /other expenses to appear in practical test/interactive session.
 9. Decision of IIT Indore will be final and binding.
 10. Any sort of canvassing or influencing the official related to the recruitment/selection process would result in immediate disqualification of the candidate.
 11. The Institute reserves the right to increase/decrease the number of vacancies advertised and to cancel the advertised positions.
 12. Institute may offer lower position in lower pay than advertised in case selection committee recommends.
 13. Institute may offer the position through Human Resourcing Outsourcing Agency if required.
 14. Candidates, who are fulfilling the above eligibility criteria, and are willing to apply for the post are requested to apply through email at [**careers@iiti.ac.in**](mailto:careers@iiti.ac.in) with the following details:
 - Filled in signed application in the prescribed format clearly mentioning the age, qualification, and experience details with a self-attested set of scanned copies of certificates.
 - List of 3 references with complete contact details.
 - Please refer to those instructions while filling the application. Last date for Submission of the application is **December 10, 2023**, upto IST 05:30 p.m.
 15. In case the information furnished by the candidate in any part is found to be false or incomplete or is not found to be conformity with eligibility criteria mentioned in the advertisement, the candidature/engagement will be considered as revoked/terminated at any stage of recruitment process or after recruitment or joining without any reference given to the candidate.
 16. At the time of appearing in the interview candidates must bring their original documents of age, qualification, and experience.

Sd/-
Registrar, IIT Indore