



INCUBATION CENTRE



INDIAN INSTITUTE OF TECHNOLOGY, PATNA
Amhara Road, Bihta, Patna - 801106

Ref: ICIITP/Rect/2026/01 Dt. 09.06.2026

RECRUITMENT DRIVE FOR VARIOUS POSITIONS (Temporary)

Incubation Centre IIT Patna invites applications from Indian Nationals, who are well-qualified, energetic and strongly motivated, towards various roles at the Incubator. The details of the positions open are as follows:

Designation	No. of positions	Required Qualification and Experience	Monthly Compensation
Executive/Sr. Executive-Marketing & Creative Design	01	Graduation in any discipline with MBA (marketing) or equivalent OR Graduation in visual communication/mass communication or equivalent disciplines with First class. 2 – 4 years of work experience required.	INR 30 ,000/- to INR 45,000/- per month (consolidated). Will be decided based on qualifications and expertise 5% to 10% annual increment on base salary will be applicable subject to satisfactory performance.

Role Description

Primary responsibility is to plan and execute the outreach, branding and marketing activities of Incubation Centre IIT Patna under the guidance of the Incubation Centre leadership. Major role expectations are as given below

- Lead marketing, branding and media visibility initiatives of Incubation Centre IIT Patna
- Manage and maintain digital presence channels such as website, social media pages, newsletters etc and maintain brand awareness
- Create and maintain marketing materials including leaflets, posters, flyers, newsletters, e-newsletters and videos and other marketing collaterals
- Assist manager and Incubation program leads in mobilising quality applications for on-boarding start-up companies
- Plan and execute outreach programs and start-up events such as business plan competitions, conducting network events, workshops, boot camps, hackathons and pitching completions, conferences, seminars, and exhibitions.
- Marketing of various training programs and technical services of Incubation Centre IIT Patna to increase beneficiaries
- Preparing presentations and other documents for Incubation Centre
- Other activities as assigned by the management from time to time

Skills:

- Very good skills in creating graphical content using latest tools
- Very good skills in creating and managing marketing campaigns
- Very good people management and coordination skills
- Strong written and verbal communication skills in English and Hindi
- Ability to work on MS Office specifically Word, excel, and PowerPoint

Experience:

- The candidate must have a minimum of 2 years of relevant work experience in marketing/start-up support.
- Work experience in government organizations/ startup ecosystem will be an added advantage
- Certifications related to digital marketing, branding, creative design etc will be added advantage

Age: Candidates under 32 years of age as on last date of application may apply.

Designation	No. of positions	Required Qualification and Experience	Monthly Compensation
Jr Scientific Officer	01	BSc Degree in any life sciences stream such as Microbiology, Biotechnology or equivalent with first division. 0- 2 years of work experience required.	INR 25,000/- to INR 30,000/- Will be decided based on qualifications and expertise. 5% to 10% annual increment on base salary will be applicable subject to satisfactory performance.

Job Description:

- To operate and maintain life sciences lab and its equipment
- Assist the Scientific Officer in lab activities
- Prepare necessary buffers and chemical reagents needed for experiments.
- Monitor reagent and consumable inventory, notifying senior staff when supplies run low
- Collect, clean, and manage experimental or diagnostic data.
- Maintain clean, audit-ready documentation and logs of all laboratory activities
- Operate, calibrate, and troubleshoot sophisticated laboratory machinery
- Assist senior researchers by conducting molecular biology, cell biology, or biochemistry experiments.
- Collect, prepare, and process biological samples according to established Standard Operating Procedures

Additional skills preferred:

- Proficiency in using various applications like MS Word, MS Excel etc.
- Strong written and verbal (English and Hindi) communication skills.

Experience :

- The candidate must have a minimum of **0-2 year of work experience** as a lab technician or similar job position in a private or government organization. Freshers also may apply.

Age: Candidates under 30 years of age as on last date of application may apply.

Position	No. of positions	Required Qualification and Experience	Consolidated salary
Jr. Executive Technical	01	Diploma/BTech or Equivalent in Electronics/Computer Science or equivalent technical disciplines with first division 0- 2 years of work experience required.	INR 20,000/- to INR 30,000/- Will be decided based on qualifications and expertise. 5% to 10% annual increment on base salary will be applicable subject to satisfactory performance.

Job Description:

- To ensure maintenance of Electronic System Design and Prototype Lab, PCB Design and Manufacturing lab, Testing and Calibration lab, Mechanical Packaging Product Prototype lab, 3D printers and other electronic equipment.
- To operate and PCB fabrication related equipment like PCB prototype machine, through hole plating machine, component pick and place machine, rework station etc
- To solder/de-solder through hole components, surface mount devices etc on PCB board.
- To assist in internship programs of IC IIT Patna, particularly in onboarding, work tracking, data management etc
- To hand hold the onboarded interns in doing various projects at IC IIT Patna
- Other responsibilities as assigned by team lead / management

Skills required:

- Must have knowledge of soldering and de-soldering of electronic components.
- Experience of PCB fabrication, PCB testing and calibration, networking will be preferred.

Additional skills preferred:

- Proficiency in using various applications like MS Word, MS Excel etc.
- Strong written and verbal (English and Hindi) communication skills.

- Good interpersonal and coordination skills

Experience :

- The candidate must have a minimum of **0-2 year of work experience** as a lab technician or similar job position in a private or government organization. Freshers also may apply.

Age: Candidates under 30 years of age as on last date of application may apply.

Position	No. of positions	Required Qualification and Experience	Consolidated salary
Jr. Associate	01	First class in Graduation in any discipline. 1 plus years of relevant experience required (Graduation in BBA/BCA/ B Com preferred)	INR 20,000/- to INR 25,000/- per month (Consolidated). Will be decided based on qualifications and expertise. 5% to 10% annual increment on base salary will be applicable subject to satisfactory performance.

Job Description

The Jr. Associate is responsible to carry out/assist in activities related to operations of Incubation centre. Key job responsibilities of the role are:

Operations

- Provide clerical and administrative support to IC administration
- Coordinate meetings, training, surveys etc, take minutes, prepare the draft minutes
- Manage files in an orderly and systematic fashion and track file movements
- Prepare note-sheets, certificates, letters etc as directed by IC administration and maintain records of incoming and outgoing correspondence
- Provide support to outreach activities and assist in events, trainings, workshops, hackathons etc
- Perform other duties as assigned by IC administration

Experience and Skills:

- Minimum relevant work experience of 1 years or more. Part or whole of the work experience should be in administration in companies/startups/incubation centers or government offices.
- The candidate must possess
 - Very good written and verbal communication skill in both English and Hindi
 - Very good interpersonal skills as the role involves interaction with multiple stakeholders
 - Proficiency in using computers for documentation, data management etc

Age: Candidates under 30 years of age as on last date of application may apply.

Position	No. of positions	Required Qualification and Experience	Consolidated salary
Asst Manager – Extension Centers	02	First class in BTech/MBA or equivalent A minimum of 6+ years of work experience required	INR 50,000/- to INR 75,000/- Will be decided based on qualifications and expertise 5% to 10% annual increment on base salary will be applicable subject to satisfactory performance.

Role Description:

Primary responsibility of Asst Manager is to plan, execute and manage one or more programs and projects carried out by Incubation Centre IIT Patna for Incubation and innovation support related areas in its extension centres, funded by the Govt of Bihar. The person must be motivated to achieve program goals and shall be able to initiate activities to meet the requirements of the programs with minimal support. Major role expectations are as given below:

- Responsible for managing all aspects of operations at regional extension centers of IC IIT Patna, located at Gaya, Darbhanga, Muzaffarpur and Bhagalpur. Location will be any of these regional centers or Patna as determined by IC management.
- Create a plan of action and execute the Preincubation/Incubation activities in a timebound manner in the

extension centres

- Understand program objectives, identify stakeholders and activities required to achieve the said objectives
- Identify risks that could derail program objectives and mitigate the same
- Manage team and multiple individual and institutional stakeholders including government officials
- Planning and lead execution of outreach programs and start-up events such as business plan competitions, conferences, seminars, receptions and exhibitions for IC IIT Patna with an aim to identify and onboard relevant start-ups at Incubation Centre IIT Patna.
- Maintain and update databases of all parameters of program and its execution;
- Documentation of program progress and presentation to stakeholders in appropriate form.
- Management of budget utilization and financial status of program
- The person shall be willing to travel as necessary for the program execution, if needed.

Experience and Skills:

- Minimum work experience of 6 plus years. Part or whole of the work experience should be in operations/management in companies/startups/incubators.
- **Candidates with work experience in startups/incubation ecosystem is preferred**
- The candidate must possess
 - Excellent program planning and co-ordination skills
 - Very good written and verbal communication skill in both English and Hindi
 - Very good interpersonal skills as the role involves interaction with multiple stakeholders
 - Proficiency in preparing project proposals, reports, presentations etc

Age: Candidates under 40 years of age as on last date of application may apply

Position	No. of positions	Required Qualification and Experience	Consolidated salary
Asst Manager – CSR	01	First class in BTech/MBA or equivalent A minimum of 6+ years of work experience required	INR 50,000 to INR 75,000/- Will be decided based on qualifications and expertise 5% to 10% annual increment on base salary will be applicable subject to satisfactory performance.

Role Description:

Primary responsibility of Asst Manager is to plan, execute and manage one or more CSR programs and projects carried out by Incubation Centre IIT Patna. The person must be motivated to achieve program goals and shall be able to initiate activities to meet the requirements of the programs with minimal support. Major role expectations are as given below:

- Responsible overall program management, planning, execution, team management, financial, stakeholder engagements, reporting.
- Liasoning with govt/non govt agencies who will be assisting in program
- Create a plan of action and execute the scheme activities in a timebound manner of the schemes
- Understand program objectives, identify stakeholders and activities required to achieve the said objectives
- Identify risks that could derail program objectives and mitigate the same
- Manage team and multiple individual and institutional stakeholders including government
- Maintain and update databases of all parameters of program and its execution;
- Documentation of program progress and presentation to stakeholders in appropriate form.
- Management of budget utilization and financial status of program
- The person shall be willing to travel as necessary for the program execution, as the role involves frequent field visits.
- Handhold potential rural entrepreneurs, women-led enterprises, SHGs, and socially oriented enterprises in their business planning and execution.
- Facilitate incubation, mentoring, and business development support.

Experience and Skills:

- Minimum work experience of 6 plus years. Part or whole of the work experience in Govt or CSR schemes for focussed on entrepreneurship focussed on social impact and livelihood.
- **Candidates with work experience in micro entrepreneurship / MSME handholding preferred**

- The candidate must possess
 - Excellent program planning and co-ordination skills
 - Excellent business management and mentorship skills
 - Very good written and verbal communication skill in both English and Hindi
 - Proficiency in preparing project proposals, reports, presentations etc

Age: Candidates under 40 years of age as on last date of application may apply

Designation	No. of positions	Required Qualification and Experience	Consolidated salary
Executive - Incubation (micro enterprises)	03	Graduation in any discipline with first division A minimum of 2+ years of work experience required (Candidates with BBA/ MBA / BCom will be preferred)	INR 30,000 to INR 37,000/- per month. It Will be decided based on qualifications and expertise. 5% to 10% annual increment on base salary will be applicable subject to satisfactory performance.

Role Description:

Primary responsibility is execution, monitoring, and reporting of incubation and entrepreneurship development programs, particularly focussed on MSME and Micro enterprises. Major role expectations are as given below

- Handhold beneficiaries of the program
- Ensuring that the beneficiaries assigned are meeting their business objectives, budgets, timelines, and impact targets and support with skills, mentor connections, credit preparedness, sales and marketing etc
- Develop business plans, timelines, milestones, and deliverables for beneficiaries.
- Coordinate activities between beneficiaries, mentors, trainers, and stakeholders.
- Track startup performance, growth, and milestone achievement.
- Facilitate mentoring, training, networking, and business development support.
- Organize meetings, review sessions, workshops, and stakeholder events.
- Effective and timely utilization of project fund
- Measurable social and economic impact generated through supported startups.

Skills:

- Excellent business support and co-ordination skills, particularly in rural/semiurban settings
- Strong written and verbal communication in English and Hindi, Proficiency in spoken dialects such as Bhojpuri will be an added advantage
- Very good interpersonal skills as the role involves interaction with multiple stakeholders
- Ability to work on MS Office specifically Word, Excel and PowerPoint

Experience:

- Minimum work experience of 2 plus years. Part or whole of the work experience should be in social entrepreneurship, microenterprises support programs, livelihood initiatives of Government etc.
- Experience in running micro enterprises or general experience in entrepreneurship will be added advantage
- Posting can be in any district of Bihar with extensive requirement for field visits and travel.

Age: Candidates under 32 years of age as on last date of application may apply.

Designation	No. of positions	Required Qualification and Experience	Consolidated salary
Jr. Associate Accounts	01	1. First class in B.Com/ M.Com 1 year of relevant experience required	INR 20,000/- to INR 25,000/- per month (Consolidated). Will be decided based on qualifications and expertise. 5% to 10% annual increment on base salary will be applicable subject to satisfactory performance.

Role Description:



The Jr. Associate for Accounts will be responsible for maintaining financial accounting data and of Incubation Centre in compliance with government rules and to perform any other jobs as assigned by IC administration from time to time. Key job responsibilities of the role are:

Accounts Management

- Maintain up to date accounts by timely entries of all financial transactions
- Maintain accounts audit-ready and compliant to applicable rules of accounting and taxation
- Record keeping of all financial transaction related files
- Maintain payroll data; prepares and processes monthly payrolls based on payroll rules
- Timely and accurate bill payments to vendors
- Ensure that financial transactions are carried out in compliance to government rules
- Timely tax payments to the government and carrying out necessary compliance actions
- Maintenance of fund availability status
- Prepare Utilization Certificate (UC) by collecting, analyzing, and summarizing account information
- Provide accounts related reports to management as needed

Experience and Skill Set Requirement

Experience :

- The candidate must have a minimum of 1 year of relevant work experience in accounting and purchase with B Com/ M.Com with first division.
- Work experience in government organization will be an added advantage

Skills required:

- Excellent skills in using accounting software such as Tally for account maintenance and reporting
- Very good skills in MS Office
- Very good verbal and written communication skills
- Should be comfortable in using English for verbal and written communication

Age: Candidates under 30 years of age as on last date of application may apply.

All positions are contractual for 1 year or end of the project whichever is earlier, with provision for extension subject to performance, availability of funds or need for the position in the project as decided by the management.

Last date for receiving applications is 04.07.2026

Applications may be mailed to career_ic@iitp.ac.in in the attached format along with updated resume, scanned copies of proof of experience & qualification, and passport size photograph.

Note:

- 1) The applicant shall clearly mention, in the heading of the application (or the subject line of the email), the specific position for which the application is being submitted. In case an applicant wishes to apply for more than one position, a separate application shall be submitted for each position, clearly indicating the respective position applied for.
- 2) Applications that are not submitted in the prescribed format, or that fail to clearly specify the position applied for, shall not be considered for further processing.

You can visit www.iciitp.com or www.iitp.ac.in -> incubation centre for more details.

Shortlisted candidates will be called for a test/interview. The date and mode of test/ interview shall be intimated to the shortlisted candidates via email / Incubation Centre website (www.iciitp.com) / Institute website (www.iitp.ac.in → Incubation Centre).

In case of a large number of applications, the committee may decide to call only a few best applications for test/interview. **The decision of the selection committee shall be final in all matters related to recruitment of suitable candidates.**


Secretary, 18/6/2026
Incubation Centre IIT Patna

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: _____

Overall Experience: _____

Skill Set and Area of expertise:

Note: This is mandatory to fill up this application. 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:

Place:

Signature of applicant