



INCUBATION CENTRE

INDIAN INSTITUTE OF TECHNOLOGY, PATNA
Amhara Road, Patna - 801103



Ref: ICITP/Rect/2026/02 Dt 12.06.2026

RECRUITMENT DRIVE FOR JR. EXECUTIVE/EXECUTIVE TECHNICAL POSITIONS (Temporary)

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

Positions	No. of positions	Required Qualification and Experience	Consolidated Salary
Jr. Executive /Executive Technical	04	First class in B.Tech (Electrical/Electronics/ Mechanical/Computer Science) with 0-2 years of experience required	INR 25,000 to INR 37,000/- per month.
		OR First Class in 3 Year Diploma issued by a government recognised polytechnic (Electrical/Electronics/ Mechanical/Computer Science) with 1+ years of experience required	It will be decided based on qualifications and expertise. 5-10% annual increment will be applicable on base salary subject to satisfactory performance.

Job Description

The Jr. Executive/Executive- Technical will be responsible for lab operations of Incubation centre. Key job responsibilities of the role are:

Operating Sophisticated machinery

- Operating / assist in operating sophisticated machinery as per operating procedures and safety precautions for design, manufacturing, testing and trouble-shooting of electronic products and systems to fulfil the requirements from beneficiaries of Incubation Centre
- Plan and carry out routine maintenance of machines to keep the lab and machines available for use at all times
- Interact with equipment suppliers and vendors to rectify equipment failures, obtain service, source consumables or parts

Technical operations

- Assist the management in anticipating the need for equipment/consumable/parts and in estimating and budgeting the cost
- Support the procurement activity by creating technical specifications, carrying out technical compliance verification of quotations/tenders, identifying potential sourcing options for technical components or consumables, performing acceptance testing of procured equipment as per specification etc
- Deliver technical services offered by Incubation centre as per set processes for such services
- Clean and maintain lab equipment.

Others

- Lead/contribute to technical events and projects taken up by Incubation centre such as hackathons, tech fests etc
- Assist the outreach team in outreach activities, events, training programs etc
- Assist or guide incubated companies in matters related to technical implementation of their product
- Other activities as assigned by the management from time to time.

Experience and Skill Set Requirement

Experience :

- The candidates with expertise/ experience in the area of PCB design and manufacturing AND/ OR MEMS fabrication AND/ OR hardware design, development and prototyping and/or 3D modelling and mechanical packaging and/or networking are preferred.
- Hands on experience in Testing and Measurement instruments for electronics systems is an added advantage.
- Diploma holders shall have a minimum of 1+ years of hands on experience in the areas specified.

Skills required:

- Strong problem-solving skills (ability to identify and address a technical problem)
- Must have very good interpersonal skills as the job requires regular interaction with incubated companies, other customers, IC staff and guests
- Very good skills in MS Office
- Very good verbal and written communication skills in English and Hindi
- Computer and network administration skills will be an added advantage.

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

All positions are contractual for 1 year, with provision for extension based on performance and availability of funds for the project, OR till the end of the project whichever is earlier

Last date for receiving applications is Tuesday, 8th July 2026

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

Note:

- 1) **Selected staff may be deputed to any of the extension center locations (Gaya, Darbhanga, Muzaffarpur, Bhagalpur)**
- 2) **Name of the position must be mentioned on the application/email heading.**
- 3) **Applications that are not in the prescribed format/ position not mentioned will not be considered for further process.**

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 is final in all matters related to recruitment of suitable candidates.**


Secretary,
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