IIT KHARAGPUR AI4ICPS I HUB FOUNDATION
Regd. Off. IIT KHARAGPUR CAMPUS
KHARAGPUR - 721302
DIST. PASCHIM MEDINIPUR, WEST BENGAL
CIN: U73100WB2020NPL241238
www.ai4icps.in

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IIT KHARAGPUR AI4ICPS I HUB FOUNDATION (AI4ICPS) is the Technology Innovation Hub (TIH) on Artificial Intelligence (AI) and Machine Learning (ML) for Interdisciplinary Cyber-Physical Systems (ICPS), established by the Indian Institute of Technology Kharagpur under the aegis of the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) of the Department of Science and Technology (DST), Government of India.

AI4ICPS is a Section 8 company set in 2021 within the campus of IIT Kharagpur, West Bengal, India. It is initially supported by a Grant-in-Aid by DST for a period of 5 years, following which it is mandated to become financially self-sustaining.

AI4ICPS focuses on technology innovation in AI and ML for intervention to ICPS across industry sectors in healthcare, precision agriculture and nutritional security, manufacturing, energy, transportation, environment and pollution, communication technology, education, judiciary and legal. We are aligned with the national network of all the Technology Innovation Hubs to research and develop new knowledge, technology solutions, technology transfer, skilled human resources and build a salubrious ecosystem for entrepreneurship to enable the nation to become a global industrial power center of ICPS.

It is established with the objective of translating academic research resulting in pre-/prototypes at Technology Readiness Level (TRL) 3 to 7 ready scalable products and processes for the Industry. This is enabled through the Industry - TIH - Academia co-working Product Engineering Group (PEG). We address technology innovation challenges primarily in the areas of AI and ML to meet the requirements of current-age and future-ready ICPS for India and the world. Read more on www.ai4icps.in

Sl. No.	Name of the post(s)	Qualification	Number of Vacancy	Experience Desired, in Yrs	Compensation [Approx], INR	Age Limit, Yrs
1	Engineering Manager	PhD	5	1+	160,000.00	30 - 45
		M. Tech / MBA		4+		
		B.Tech		7+		
2	Product Manager	PhD	6	1+	160,000.00	30 - 45
		M. Tech / MBA		5+		
		B.Tech		7+		
3	General Manager - Finance	MBA	1	3+	85,000.00	26 - 42
		M.Com		5+		
		CA		1+		
4	General Manager - Legal	LLM/ CS	1	5+	85,000.00	26 - 42
		LLB		9+		

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5	General Manager - Human Resource	MBA/ Master (HR)	1	9+	85,000.00	26 - 42
6	Project Engineer - AI and ML	M.Tech	20	2+	70,000.00	21 - 35
		B.Tech		4+		
		Fresh B.Tech		Proven Product Delivered		
	Project Engineer - Cloud Tech.	M.Tech		2+	70,000.00	21 - 35
		B.Tech		4+		
		Fresh B.Tech		Proven Product Delivered		
	Project Engineer - Computer Networking	M.Tech		2+	70,000.00	21 - 35
		B.Tech		4+		
		Fresh B.Tech		Proven Product Delivered		
	Project Engineer - Embedded System and ESDM	M.Tech		2+	70,000.00	21 - 35
		B.Tech		4+		
		Fresh B.Tech		Proven Product Delivered		
7	Business Associates	B.Tech / MBA	2	3+	100,000.00	25 - 45
8	Marketing Associate	B.Tech / MBA	2	3+	100,000.00	25 - 45
9	Legal Associate	LLM/ LLB	2	4+	70,000.00	28 - 40
10	IP Manager	LLM/ LLB/ IP Practioner	2	2+	70,000.00	28 - 40
11	Technical Support Executive (TSE)	B. Tech / AMIE / Diploma	5	2+	50,000.00	21 - 32
12	Accountant	M.Com	2	3+	50,000.00	26 - 42
		B.Com & CA		1+		
13	Executive Secretary	MBA/ Master/ B.Tech	6	3+	40,000.00	24 - 36

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General Information

- All roles are expected to do multitasking with cross function reporting as iHub is very closely knitted and works within a smart team environment.
- Minimum requirement of experience may be relaxed in respect of outstanding candidates. Degrees obtained by the candidate should have been awarded by a recognized University / Institute.
- Experience from TIH/ Incubation/industry-supported Startup would be preference
- Mere eligibility will not vest any right on any candidate for being called for an interview. The decision of the Company in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview. AI4ICPS reserves the right to call for interviews only those candidates shortlisted based on their qualifications, experience and requirements. AI4ICPS reserves the right to fill or not to fill any or all the posts advertised. Persons employed in Government / Quasi Government Organizations should submit their application through proper channels. Any dispute with regards to the selection/recruitment will be subject to Courts / Tribunals having jurisdiction at Kharagpur. AI4ICPS does not engage any 3rd party recruiter/agency for this recruitment. The Company reserves the right to relax experience and other criteria in exceptional cases.
- The duration of the contract: Initially for one year extendable up to 3 years with periodic review-based performance-linked appraisal of compensation.
- Candidates applying for more than one post should apply separately for each post.
- Employer: IIT KHARAGPUR AI4ICPS iHUB FOUNDATION (CIN: U73100WB2020NPL241238) is the Technology Innovation Hub on Artificial Intelligence and Machine Learning for Interdisciplinary Cyber-Physical Systems, incorporated under section 8 of the Companies Act, 2013.
- Location: Kharagpur, West Bengal, India
- Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of the online application i.e. **14.01.2024.**
- Candidates possessing requisite qualifications and experience are required to go to www.ai4icps.in and **apply online link: https://forms.gle/T42cNTMVUK4J4Ey26** on or before **14.01.2024**.
- No hard copy application is to be submitted. No email application is to be submitted.
- NO INTERIM ENQUIRIES WILL BE ENTERTAINED.
- For any other technical assistance please contact COO, AI4ICPS, Email id: coo@ai4icps.in

Chairperson, AI4ICPS
For IIT KHARAGPUR AI4ICPS iHUB FOUNDATION

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1. Engineering Manager (EM)
  No of Posts: 05

Job Responsibility: At the AI4ICPS we are building an MVP to make AI accessible as a web browser clickable and easily adaptable service. These shall include Cloud Computing and Services, AI Cloud, AI Compute as a Service, and Cyber-Physical System as a Service. We are scouting for a highly skilled professional with experience in a similar role to supervise a team of Project Engineers in building the AI Cloud Hardware Stack and the AI Cloud Software Stack.

Qualification: PhD from IITs/IISc or reputed University with 1+ years of Industry experience. M. Tech / MS / MBA/ equiv. from IITs/IISc/NIT or a reputed University with 4+ years of Industry experience. Exceptional candidates with B.Tech. degrees from IIT/NIT with a 7+ proven track record as Engineering/Technology Managers in AI+ML or HPC and servers, ESDM sector shall also be considered.

Relevant Skill & Experience::

- Industry experience as Technology Manager / Technical Staff / Project Managers in High Performance Computing, Server Systems, Cloud, Data Centers, Networking and/or AI Hardware Design for IoT/ Edge Computing. Team-leading experience is also desired.
- Candidates are also expected to have experience in AI+ML deployed in Cyber-Physical Systems (CPS) to have created products and product lines or key technology releases which may include the likes of but are not limited to connected cars, autonomous mobility, smart hospitals, and connected healthcare delivery, smart grids, transportation networks, robotic manufacturing processes, Industry 4.0, smart and AI-enabled farming solutions, smart classrooms, etc.
- EM - AI Cloud Hardware Stack is expected to have understanding of hardware and software requirements including Electronic System Design and Manufacturing (ESDM) for AI and ML technology deployment in ICPS.
- EM - AI Cloud Software Stack is expected to have an understanding of cloud technologies and standards including Operating Systems, Schedulers, Virtualizers, Hypervisors, Load Balancers, Network Controllers, Containers, HPC and GPU Drivers, programming languages like Python, Julia and AI/DL libraries like PyTorch, TensorFlow, etc., accelerators like Nvidia cuDNN and Intel MKL-DNN.
- Exceptional critical thinking, leadership, networking, and communication skills are desired.
- Previous experience in fostering collaboration between academia, industry and startups.
- The candidate should be open to travel as needed for the job, should have strong management skills, and a strong bias for action.

Compensation: Approximately INR 1,60,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 30 - 45 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

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2. Product Manager (PM)

No of Posts: 06

Job Responsibility: At AI4ICPS we are building an MVP based on Cloud Computing and Services, AI Cloud, AI Compute as a Service, and Cyber-Physical Systems as a Service/Product. We are scouting for a highly skilled professional with experience in a similar role to coordinate the Engineering, Legal and compliance, and Business teams in developing user-oriented solutions on the AI Cloud Software Stack and AI Cloud Embedded Stack. Skilling product delivery support is an essential mandate with the role.

Qualification: M. Tech / MS / equiv. from NIT/IITs/IISc or a reputed University with 5+ years of Industry experience or a Ph.D. from IITs/IISc or a reputed University with 1+ years of Industry experience. Exceptional candidates with B.Tech. with a 7+ proven track record as Engineering/Technology Managers in AI+ML or HPC and servers, ESDM sector shall also be considered.

Relevant Skill & Experience:

- Industry experience in Deep learning, working in language and vision domain. Computing, Server Systems, Cloud, Data Centers, Networking, and/or AI Hardware Design for IoT/ Edge Computing. Team-leading experience is preferred.
- Candidates are also expected to have experience in AI+ML deployed in Cyber-Physical Systems (CPS) to have created products and product lines or key technology releases which may include the likes of but are not limited to connected cars, autonomous mobility, smart hospitals, and connected healthcare delivery, smart grids, transportation networks, robotic manufacturing processes, Industry 4.0, smart and AI-enabled farming solutions, smart classrooms, etc.
- EM - AI Cloud Software Stack is expected to have an understanding of cloud technologies and standards including Operating Systems, Schedulers, Virtualizers, Hypervisors, Load Balancers, Network Controllers, Containers, HPC and GPU Drivers, programming languages like Python, Julia and AI/DL libraries like PyTorch, TensorFlow, etc., accelerators like Nvidia cuDNN and Intel MKL-DNN.
- Capable of program management, business development, innovation promotion, start-up support, incubation and pre-incubation, policy design and implementation, Technology management, IP Commercialisation in an R&D / Academic / Innovation set-up / Development sector/Industry, etc. Previous experience in fostering collaboration between academia, industry, and startups is a plus
- Reasonable understanding of Product, Promotion, Pricing, and Place in designing solutions for end delivery.
- The candidate should be open to travel as needed for the job, should have strong management skills, and a strong bias for action.

Compensation: Approximately INR 2,00,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be max 30 - 45 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

3. GM Finance

No of Posts: 01

Job Responsibility: The GM (Finance) is expected to oversee that the expenses and the income of the Hub are matched with the targets laid out in the detailed project report with the necessary compliances adhered to. GM Finance needs to help evaluate the startup's valuation reports and help in screening the startups. Oversee cost center accounting for all the accounts that have been disbursed for projects and startups.

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Qualification: MBA in Finance with 3+ years experience or M.Com. with 5+ years of experience in the accounting financial management portfolio of a reputed organization. A member of ICAI (ACA, FCA) is preferred with 1-year experience.

Skill & Experience:

- Experience in handling procurement, GST, and payroll in an organization with 50+ employees is desired. Prior experience in a similar role in a TIH/Government Sector/PSU using PFMS is highly desirable.
- Prepare budget and Annual plan, cash flow, financial statements, audit, and support management for financial decision-making for iHub objectives.
- Shall have exposure in Startup evaluation & financial due diligence, JV/ Partnership/ Equity infusion, grants evaluation, scrutiny and monitoring, entrepreneurship financial infusion & control, financial socio-economic benefit analysis, etc.
- Implementing strategies to manage working capital effectively and minimize financial risks, establishment and implementation of internal control systems.
- Establish efficient invoice cycle, vendor management, supply chain, logistics, asset management, warehousing, monitoring, reporting, compliances and control.
- Multi-office coordination of assets & facilities on the financial platform is required
- Prior experience in Government Compliance and regulations handling is desired

Compensation: Approximately INR 85,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 26 - 42 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

4. GM Legal
No of Posts: 01

Job Responsibility: The General Manager (Legal) is expected to oversee company secretarial requirements, and legal compliances including contracting for the Hub, its employees, and participating industries, assist with legal and secretarial compliances with incubation of start-ups and spin-offs, among others.

Qualification: Member of the Institute of Company Secretaries of India and graduate in any discipline, or LLM with 5+ years experience or LLB with 9+ years experience in Company Law.

Relevant Skill & Experience::

Experience in company secretaryship, company laws, corporate contracting, contract drafting, RTI, IP laws, and legal litigation. Experience in dealing with such activities in a technology start-up is highly desired.

Compensation: Approximately INR 85,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 26 - 42 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

5. GM Human Resource
No of Posts: 01

Relevant Skill & Experience:: A seasoned professional with an understanding of managing cross-functional teams within a closely knitted technology organization targeting high deliverables.

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The person shall be accessible, energetic, and a team manager for the entire organization. You will work closely with the executive team and contribute to the development and execution of HR strategies that align with the company's mission and values. Your responsibilities will encompass talent acquisition, employee development, performance management, HR policies and compliance, and fostering a positive workplace culture

Qualification: Business, or a related field; a Master's degree is a plus. MBA with proven experience in managing iHub/ Technology Centre for over 9 years will be required.

Skill & Experience:

- Proven experience in senior HR roles, preferably in a technology or startup environment.
- Strong knowledge of HR best practices, employment laws, and regulations.
- Manage recruitment, onboarding processes, employee learning and training, scout best talent within IIT Kharagpur and outside
- Collaborate with department heads, coordinate multifunctional needs, and act as a balancer between different department cross-functional requirements.
- Maintain strong relationships with external partners while keeping strong budget measures and return to the organization in sight.
- Excellent communication and interpersonal skills.Exceptional leadership and problem-solving abilities.Prior experience in a similar role in a TIH/Government Sector/PSU under an academic environment is highly desirable.

Compensation: Approximately INR 85,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 26 - 42 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

6. Project Engineer (PE)
a) PE - AI and ML - 5 Post
b) PE - Cloud Technology - 5 Post
c) PE - Computer Networking - 5 Post
d) PE - Embedded Systems and ESDM - 5 Post

Job Responsibility: At the AI4ICPS we are building an MVP to make AI accessible as a web browser clickable and easily adaptable service. These shall include Cloud Computing and Services, AI Cloud, AI Compute as a Service, and Cyber-Physical System as a Service. This role will be part of a team of Engineers in building the AI Software Stack for the Cloud and the AI Hardware Stack.

Qualification: M.Tech./M.S. with about 2+ years experience or B.Tech. with 4+ years experience. Fresh engineering graduates with exceptional skills and proven track records in AI in different fields are also encouraged at lower pay scales to apply

Relevant Skill & Experience: Candidates are expected to have an experience in AI+ML deployed in Cyber-Physical Systems (CPS) to have created products and product lines or key technology releases which may include the likes of but are not limited to connected cars, autonomous mobility, smart hospitals and connected healthcare delivery, smart grids, transportation networks, robotic manufacturing processes, Industry 4.0, smart and AI-enabled farming solutions, smart classrooms, etc.

- PE - AI and ML - Experience in AI & ML, Python, scikit-learn, Pytorch, TensorFlow, Caffe, ONNX, MXNet, Nvidia CUDA, cuDNN, Intel MKL, mklDNN, OpenCL, clNN, GPUs, Intel Movidius NCS. Exceptional critical thinking, team player, networking, and communication skills are desired.
- PE - Cloud Technology is expected to have an understanding of cloud technologies and standards including Operating Systems, Schedulers, Virtualizers, Hypervisors, Containers, HPC, and GPU Drivers.

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- PE - Computer Networking is expected to have an understanding of physical network connections and connectors, networking standards and protocols like Ethernet, OFC, Infiniband, Omnipath, etc., Load Balancers, and Network Controllers. Candidates preferred
- PE - Embedded Systems and ESDM are expected to have an understanding of hardware and software requirements including Electronic System Design and Manufacturing (ESDM) for AI and ML technology deployment in ICPS, PCB design, fabrication and population, PCB testing, Rapid prototyping of ESDM. Also, need knowledge of Auto Cad designing. Shall be specializing in at least one primary and a few secondary sectors/sub-sectors of the areas of interest of AI4ICPS including both core AI and ML and enabling technologies, as well as in the CPS application sectors. Shall know about office hardware like PC, CPU, UPS, Sensors, Camera, Printer, and other mechanical equipment used in CPS covering installation and repair.
- Exceptional critical thinking, team player, networking, and communication skills are desired.

Compensation: Approximately INR 70,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 21 - 35 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

7. Business Associate
No of Posts: 02

Job Responsibility: Ability to conceptualize and connect with business opportunities with the help of Product Manager, CTO, and CIO and to scout for better business networks within Industry, academia, government, and startup collaborations in ICPS solution delivery.

Qualification: B.Tech/ MBA with a minimum of 3 years of experience.

Relevant Experience:

- He/ She should have the ability to grasp a wide range of emerging technologies and curation Research projects including training, promotional activities, consultancy, service to the industry, government organizations, etc.
- Responsible for developing a communication strategy to bring out information that helps in building a profile of the AI4ICPS.
- Attract start-ups for the TIH Incubation program: Develop and execute strategy for outreach, scouting, evaluating, selection, and onboarding of quality and innovative Data Science / Data Analytics startups founded by early-stage entrepreneurs and students.
- Good understanding and network access to the entrepreneurship ecosystem to provide high-quality mentors from Industry Academia and advisory support to entrepreneurs. Need to organize boot camps and start-up conclaves
- Identify people/ researchers doing promising work in the area and cultivate them by providing extramural or consultancy projects.
- Help find existing products within academia or startups for commercialization through internal and external mentors to help enable AI.

Compensation: Approximately INR 1,00,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 25 - 45 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

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8. Marketing Associate
No of Posts: 02

Job Responsibility: He/She would be required to plan and execute outreach activities for enhancing the brand of the hub. Marketing Associate has to plan to widespread the brand image of the hub as well as to create a selling plan for the products developed for the world. Strategy to Showcase the products developed through the hub

Qualification: B.Tech/ MBA with a minimum of 3 years of experience.

Skill & Experience::

- Plan and execution of Branding activities.
- Strategizing Social media activities for bringing out the presence of the hub
- Strategizing and executing marketing and selling plans for the products that are developed and supported by the hub for Industry implementation.
- Marketing for Upskilling programs.
- Connect within technology sale environment, technology roadshow, conference organizers, market impact makers and similar stakeholders.
- Exceptional critical thinking, leadership, networking and communication skills.
- The candidate should be open to travel as needed for the job, should have strong management skills, and a strong bias for action.

Compensation: Approximately INR 1,00,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 25 - 45 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

9. Legal Associate
No of Posts: 02

Job Responsibility: The Legal Associate is expected to assist the GM - Secretarial and Legal in drawing and closing contracts, complying with Company Laws, responding to RTI, and helping start-ups with legal compliance, among others.

Qualification: LLB/LLM with specialization in Corporate law with 4+ year experience in corporate law firms.

Skill & Experience:

- Proven experience in company laws, corporate contracting, contract drafting, legal litigation, and RTI. Experience in a similar role in a technology organization is desired.
- Experience in dealing with such activities in a technology start-up is highly desired. Prior experience in a similar role in a Government Sector/PSU would be a plus.
- Previous experience in fostering collaboration between academia, industry and startups.
- Exceptional critical thinking, leadership, networking and communication skills.
- The candidate should be open to travel as needed for the job, should have strong management skills, and a strong bias for action.

Compensation: Approximately INR 70,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 28 - 40 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

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10. IP Manager
No of Posts: 02

Job Responsibility: The IP is expected to assist the GM - Legal in drawing and closing IP-related works like patenting, IP licensing, IP sharing compliances and other so may required

Qualification: LLB/LLM from a reputed university with specialization in Corporate law with 2+ year experience in corporate law firms. Registered IP patents will be preferred.

Skill & Experience:

- Proven experience in company laws, corporate contracting, IP Licensing, and Patenting
- Experience in dealing with technology start-ups and Industries for IP sharing is highly desired. Prior experience in a similar role in a Government Sector/PSU would be a plus.
- Previous experience in fostering collaboration between academia, industry and startups.
- Exceptional critical thinking, leadership, networking and communication skills.
- The candidate should be open to travel as needed for the job, should have strong management skills, and a strong bias for action.

Compensation: Approximately INR 70,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 28 - 40 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

11. Technical Support Executive
No of Posts: 05

Job Responsibility: The Technical Support Executive is expected to assist the product engineers and also maintain the network systems.

Qualification: B.E. / B. Tech./ AMIE / Diploma in CSE, Electronics, Mechanical, or related departments with experience in either network maintenance or computer programming or CPS building. 2+ years experience in reputed organizations is preferred

Skill & Experience:

- Understanding of managing IT administration and network equipment
- Special knack towards networking equipment, implementation and maintenance is desirable
- Exposure to academic and technology lab/Hub environment is highly preferred
- Experience in mechatronics, robotics, mechanical fab, plastic packaging, 3D printing. Trained in mechatronics fab lab.
- Previous experience in fostering collaboration between academia, industry and startups.
- Exceptional critical thinking, leadership, networking and communication skills.
- The candidate should be open to travel as needed for the job, should have strong management skills, and a strong bias for action.

Compensation: Approximately INR 50,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 21 - 32 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

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12. Accountant/ Sr. Accountant
No of Posts: 02
Job Responsibility: **Accountant:** The Accountant is expected to be responsible for maintaining the financial accounts of the TIH, handling purchases and tendering, taxation of employees at source, financial compliance filing, carrying out internal audits, among others.

Qualification: M.Com with 3+ years of experience or B.Com and CA with 1+ years of experience in accounting in reputed firms.

Relevant Experience:

- Experience in GST, tendering, final accounts and audits, taxation, audit regulations, and financial compliance filing, among others. Excellent written and verbal communication in English is a must.
- Experience in dealing with such activities in a technology start-up is highly desired. Prior experience in a similar role in a Government Sector/PSU would be a plus.
- Previous experience in fostering collaboration between academia, industry and startups.
- Exceptional critical thinking, leadership, networking and communication skills.
- The candidate should be open to travel as needed for the job, should have strong management skills, and a strong bias for action.

Compensation: Approximately INR 50,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 26 - 42 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.

13. Executive Secretary (Corporate and Technical Communications)
No of Posts: 06
Job Responsibility: The Executive Secretary (Corporate and Technical Communications) is expected to play a pivotal and dynamic role in terms of engaging with various academic and industry partners, creating and disseminating digital content about the TIH and its technical activities in social and other forms of media, and maintaining a dynamic, robust, responsive and engaging online presence of the TIH. Various responsibilities shall be shared for overall brand creation whereas respective CXO will be supported by each Executive Secretary.

Qualification: MBA (Full-time regular) or Master's degree or B. Tech from a reputed University. Minimum 3+ years post graduation of similar work experience in a reputed organization. Experience relaxation may be given for a Technology Hub background with a substantial contribution towards brand and business.

Skill & Experience:

- Excellent written and verbal communication skills. Experience in content creation and dissemination of social media, graphic and visual communication, media handling, corporate branding, mailing list management, and digital media friendly.
- Graphics design, artistic ability, and digital content creation in PowerPoint are highly desired.
- Experience in a scientific/research/technological organization as a communication and social media engagement specialist will be a plus. Previous experience in fostering collaboration between academia, industry and startups is preferable
- Exceptional critical thinking, analytical approach and communication skills are required.
- The candidate should be open to adopting new ways of working including multi-tasking, should have strong skills towards support to leadership, and a strong bias for action.
- Experience in MS Office and smart tools for efficient working to meet stiff targets

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- Links within conference organizers, publishers, technology magazines, technology propagators in social impact groups, and virtual branding are appreciated.

Compensation: Approximately INR 40,000.00 per month consolidated based on qualification and experience. Annual performance review-based appraisal of compensation and incentives. Other work-related facilities and allowances include a Laptop, internet and telephone allowance, and others as approved by the HGB/Board of Directors.

Age Limit: Applicants should be 24 - 36 years of age on the last date of application. Age Relaxation may be considered for deserving candidates by the board.