

**SIDBI Innovation & Incubation Centre**  
**Indian Institute of Technology Kanpur**

**Advertisement**

Applications are invited for the position “**Program Technical Assistant (Admin)**” for the project

SIDBI Innovation & Incubation Centre

<b>Job Title</b>	<b>Program Technical Assistant (Admin)</b>		
<b>Reports to</b>	Senior Program Manager	<b>Location</b>	Kanpur
<b>Job Type</b>	Full-time, Contractual	<b>Tenure</b>	1 Year
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead general project management activities across various programs and related projects</li> <li>• Plan and execute outreach activities for the program</li> <li>• Developing project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility</li> <li>• Mapping out a detailed project plan to track progress on a regular basis, and plan how to proceed</li> <li>• Liaison and Relationship management with funding agencies, corporates and other stakeholders Lead and support other activities as assigned.</li> </ul>		
<b>Travel</b>	<ul style="list-style-type: none"> <li>• As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams</li> </ul>		
<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• B.Tech/BE (Mechanical, Biotechnology, Lifesciences, Electronics, Electrical, Biomedical instrumentation, Computer Sciences, Industrial Design) with at least one year of experience</li> <li>Or</li> <li>• M.Tech/MDes (Mechanical, Biotechnology, Lifesciences, Electronics, Electrical, Biomedical instrumentation, Computer Sciences, Industrial Design) with good credentials from a reputed premier institute and with publications in reputed journal.</li> </ul> <p><i>Excellent communication skills (Spoken and written).</i></p>		
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Prior experience of at least one year in program management or working in startup ecosystem</li> <li>• Knowledge of healthcare industry</li> <li>• Prior experience of working with any Healthtech startup/hardware startup/technology business incubator</li> <li>• Strong organization skills with a problem-solving attitude.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Good Team Player with high energy willing to work in a start-up environment.</li> </ul>
<b>Salary Range</b>	50,000/- Per Month
<b>Communication</b>	<p><b>Email</b> your <b>current resume</b> with a cover note highlighting their relevant experience and strengths for this position and <b>your latest passport-size photograph</b> with the <b>job code in the subject line</b> and the <b>following details</b> to <b>hr @siicfirst.com</b></p> <p><b>Note: Applications/Resumes sent to any other mail id SHALL NOT be accepted.</b></p>
	<ul style="list-style-type: none"> <li>• Total experience:</li> <li>• Total relevant experience:</li> <li>• Current Organization:</li> <li>• Current Location:</li> <li>• Notice period:</li> <li>• Current CTC:</li> <li>• Expected CTC: (Negotiable/ Non-negotiable)</li> </ul>

The post is purely temporary and on contractual basis will be offered for a period of 1 year and renewal on satisfactory performance.

The selection will be based on Zoom/Skype online interview. Short listed candidate will be informed with an email about the date of interview. Interested candidates may apply on email giving full details of qualification, experience with copies of relevant certificate by **20th April, 2022**.

It is mandatory to mention your mobile number in the application. Application (Soft Copy) must be sent at following email address.

**Email: [siic@iitk.ac.in](mailto:siic@iitk.ac.in)**

Prof. Amitabha Bandyopadhyay  
Professor in-Charges, SIIC  
IIT Kanpur.