Careers @ Foundation for Innovation and Research in Science and Technology
Startup Incubation and Innovation Center, IIT Kanpur

Job Title	Assistant Manager, AI/ML
Location	Startup Incubation and Innovation Centre, IIT Kanpur
Job Type	Full-Time, Contractual
Tenure	1 year
Responsibilities	• Support identification, screening, and evaluation of AI/ML-based startup applications for incubation • Coordinate with incubated startups for compliance, reporting, and milestone tracking. • Identify emerging AI/ML trends and recommend strategic initiatives for domain growth. • Develop annual program plans, budgets, and performance metrics (KPIs). • Assist grant disbursement, utilization certificates (UCs), and audit documentation. • Prepare reports, presentations, and review briefs for government committees. • Coordinate with internal finance and legal teams for contracts and MoUs.
Travel	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams
Eligibility	• Master's degree in Management Science & Technology or related field. • 3-5 years of relevant experience in AI/ML R&D, startup incubation, government programs, or technology project management • **Excellent communication skills** (Spoken and written) • Strong research and documentation skills • Proficient in MS Excel and PowerPoint. • Competence in working with multidimensional & multicultural environment • Keen to learn and passionate to serve communities.
Desirable	Prior experience in managing startups, handling government-funded projects.
Communication	Email your updated resume and recent passport-size photograph to **hr@siicfirst.com**, or apply directly here: https://forms.gle/pfYKsKjimmuLdyrp7; please note that applications sent to any other email ID will not be considered. • Total experience • Total relevant experience • Current Organization • Current CTC • Notice period • Current Location

Startup Incubation and Innovation Center

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