

Careers @ Foundation for Innovation and Research in Science and Technology

Startup Incubation and Innovation Center, IIT Kanpur

Job Title	Executive AI/ML
Location	Startup Incubation and Innovation Centre, IIT Kanpur
Job Type	Full-Time, Contractual
Tenure	1 year
Responsibilities	<ul style="list-style-type: none">• Support identification, screening, and evaluation of AI/ML-based startup applications for incubation• Support Coordinate with incubated startups for compliance, reporting, and milestone tracking• Maintain startup database, including share transfers, legal approvals and performance records.• Assist in processing invoices, grant disbursements, utilization certificates, and budget tracking.• Support event planning, startup showcases, and ecosystem engagement activities• Schedule meetings, prepare minutes, and track action items.• Create impactful PowerPoint presentations, detailed project documentation and reports
Travel	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams
Eligibility	<ul style="list-style-type: none">• Bachelor's / Master's degree in Management, Science, Technology or related field.• Fresher or experience in AI/ML, entrepreneurship, Innovation or a related field• 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	Experience in managing startups and growing them
Communication	<p>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.</p> <ul style="list-style-type: none">• Total experience• Current Organization• Notice period• Total relevant experience• Current CTC• Current Location

Startup Incubation and Innovation Center

SIDBI Building, Sixth Avenue, IIT Kanpur, Kalyanpur,
Kanpur Nagar, Uttar Pradesh, India - 208016.

Phone: (+91) 512 2597057 | Email: hr@siicfirst.com | website:www.siicfirst.com