



PU – IIT Ropar Regional Accelerator for Holistic Innovations (RAHI)

Northern Region S&T Cluster in Chandigarh established by the O/o PSA, Government of India

Technology Block, Panjab University, Sector 25, Chandigarh-

Advertisement inviting applications for the positions at PU – IIT Ropar RAHI

Advt No.: PI-RAHI/MI/December 2023/01

Dated: 18.12.2023

Last Date for Application: January 5, 2024

Applications are invited for different administrative positions to work at the regional S&T Cluster, PU – IIT Ropar Regional Accelerator for Holistic Innovations (PI–RAHI). The cluster is established by the Office of the Principal Scientific Advisor (O/o PSA), Government of India, in Chandigarh and jointly led by the Panjab University and IIT Ropar. The focus areas of PI – RAHI are: (i) Agriculture & Food Processing, (ii) Indigenous Technology Development & Optimisation, (iii) Pharma/Healthcare & Medical Devices, (iv) Waste Management and Waste to Wealth (iv) Sustainable Mobility & Green Energy (v) HRD through skilling, re-skilling and upskilling.

S.No	Position	Number
1.	Project Manager (Startups / Innovations)	1
2.	Project Manager (Accounts/Purchase Manager)	1
3.	Executive Assistant	1

1. Project Manager (Startups / Innovations)

Location: Panjab University Campus – Chandigarh

No of Vacancies: 01 (One)

Nature: Full-time (on contract), for duration of two years which may be extended further on the basis of performance.

Responsibilities

- Work closely with the CEO to design, develop and run the Incubation / Acceleration program.
- Develop and execute strategy for outreach, scouting, evaluating, selection and onboarding of quality and innovative startups.
- Own, develop, and execute a rolling calendar of operational and engagement strategies for the entire community, both internally and externally, including - donors, startups, investors, incubators, institutes, corporations, mentors, advisors, and domain experts.
- Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- Manage the day-to-day interaction with the Incubatees and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, marketing, financing, fundraising, overall strategy, operations etc.
- Responsible for gathering relevant information for any grant reporting and preparing and submitting grant reports where required.
- Provide information for management reporting and prepare reports as necessary.
- Perform as a liaison between the clients, businesses and the incubator throughout the region.

Skills and Qualifications

- Bachelor's degree in Science/Engineering with 3 years of experience or Master's degree in Business Management with a minimum of 1 year of experience with a background in Science/Engineering.
- Relevant experience working with entrepreneurs, startups, incubators or incubation consultancy.
- Possesses skills required to manage Incubator/Incubate relationships including structural and operational procedures.
- Experience in being part of a growing company management team.
- Requisite network in the entrepreneurial ecosystem.
- Evidence of strong organizational, interpersonal and communications skills.
- Ability to work with diverse groups including businesses, entrepreneurs, major corporations, universities, the public and economic development organizations.

Compensation, Tenure, and other details:

- In the range of INR 8-10 Lakh annual CTC, depending on experience. An initial period of appointment will be two years, extendable based on performance.
- Age: less than 35 years
- Separation condition: 1 calendar month's notice in the first year and two calendar months' notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period.

2. Project Manager (Accounts/Purchase Manager)

Location: Panjab University Campus – Chandigarh

No of Vacancies: 01 (One)

Nature: Full-time (on contract), for duration of two years which may be extended further on the basis of performance.

The person in this role will take care of the paperwork related to financial transactions of the company which includes recording transactions, processing payments, preparing purchase orders, preparing financial statements and reports, and reconciling bank statements.

Roles & Responsibilities

1. Recording, maintaining, and managing day-to-day financial transactions of the company.
2. Coordinating, preparing and maintaining purchase orders, invoices, and payment orders.
3. Preparing financial statements, reports, utilization certificates, and Statements of Expenditure.
4. Conducting reconciliation of banking transactions.
5. Coordinating internal and external audits.
6. Analyzing financial information in order to identify discrepancies, if any, and
7. Performing such other duties as required as per the needs of the company.
8. The successful candidate will update all the financial data on the EAT Module and should be familiar with PFMS.

Qualifications

1. Bachelor's degree in commerce or equivalent.
2. Minimum 02 years of relevant hands-on accounting experience. More experience is desirable.
3. CA qualified or CA Inter will be given preference.

Essential Skills

1. Knowledge of computer applications such as Word and Excel.
2. Experienced in Accounting Software(s) and EAT module on PFMS.
3. Should be able to work in a team, and should be able to converse with young inventors at the PI – RAHI.

Compensation, Tenure, and other details:

- In the range of INR 8-10 Lakh annual CTC, depending on experience. An initial period of appointment will be two years, extendable based on performance.
- Age: less than 35 years
- Separation condition: 1 calendar month's notice in the first year and two calendar months' notice in



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Separation condition: 1 calendar month's notice in the first year and two calendar months' notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period.

3. Executive Assistant

Location: Panjab University Campus – Chandigarh

No of Vacancies: 01 (One)

Nature: Full-time (on contract), for duration of two years which may be extended further on the basis of performance.

The person who is highly organized, thrives under pressure, multi-tasker, is responsive, an internet research wizard, a people person, and detail-oriented then we would like a special person like you to join our team as an **executive assistant**

Roles & Responsibilities

1. Provide direct administrative support to the office by managing the calendar, meeting planning, and creating and managing correspondence.
2. Act as a point of contact and a communication hub between management, employees and external parties.
3. Enabling efficiency gains and improved management structures by working with company officials and relevant stakeholders.
4. Supporting multiple projects by creating reports, documentation and presentations.
5. Handle confidential data. Create and update records and databases. Analysing financial information and reconciliation of accounts.
6. Coordinating office activities, office supplies and operations to secure efficiency and compliance with company policies.
7. Coordinating, preparing and maintaining indents/invoices for purchase.
8. Performing such other duties as required as per the needs of the company.
9. Self-motivated, able to work under pressure and high spirit of teamwork (i.e. working well on an individual basis as well as part of the team).

Qualifications

1. Bachelor's degree in science/engineering/commerce. Desirable: Master's degree with experience.
2. Minimum 2 years of relevant experience. More experience is desirable.

Compensation, Tenure, and other details:

- In the range of INR 4 - 6 Lakh annual CTC, depending on experience. An initial period of appointment will be two years, extendable based on performance.
- Age: less than 35 years
- Separation condition: 1 calendar months' notice in the first year and two calendar months' notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period.

General Instructions:

1. The PI – RAHI reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, based on age, qualification, experience, etc.
2. The Cluster also reserves the right to reject any or all the applications without assigning any reasons.
3. The number of positions may be changed at the time of recruitment without assigning any reason.
4. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for a further recruitment process. No request in this regard will be entertained for review etc.
5. Shortlisted candidates will be informed of the further recruitment process through registered e-mails only.
6. The selected candidate will be expected to join within one month from the date of the Offer of Appointment.
7. A person working in Govt. Organizations / Autonomous Bodies / PSUs etc., will be required to produce the No Objection Certificate (NOC) before the interview or should send his/ her application through the proper channel.

How to Apply:

Interested candidates may send their detailed CV with an identity card, as a single file, to the undersigned.

Prof. Harsh Nayyar,
Director, Research & Development Cell
Panjab University, Chandigarh-160014 (India)
Email: directorrdc@pu.ac.in

Dr. Pushpendra P. Singh
Dean (Research and Development)
Indian Institute of Technology Ropar,
Rupnagar – 140 001, Punjab (India)
Email: pps@iitrpr.ac.in

Note: Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final. The No. of positions may be changed at the time of recruitment without assigning any reason.