



Confederation for Research Entrepreneurship & Technology Enablement (CREATE)

Recruitment Details



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, LUCKNOW

(An Institute of National Importance by the Act of Parliament)

Chak Ganjaria, C.G. City, Ahmamau-226002

Qualification & Eligibility

The eligibility criteria for the following positions in CREATE, Incubation Center, **Indian Institute of Information Technology, Lucknow** (IIIT Lucknow) are mentioned below. The posts are purely on contract basis and will be offered for a period of one year (extended upto two years based on performance) and renewal based on satisfactory performance.

a. Incubation Manager

Job role:

The Incubation Manager will be responsible for managing the day-to-day operations of the CREATE Incubation Center at IIIT Lucknow. This individual will be responsible for the successful implementation of programs, projects and services that foster innovation and support the development of new startups.

Key Responsibilities:

- i. Oversee the entire incubation process, from identifying potential startups to mentoring them to eventual graduation from the incubation.
- ii. Develop and implement strategies to attract and recruit promising startups to the incubation, including marketing and outreach efforts.
- iii. Identify and coordinate mentorship opportunities for startups, including arranging for mentor meetings, workshops, and networking events.
- iv. Manage the incubation's budget and ensure that financial goals are met.
- v. Develop and maintain relationships with external stakeholders, such as investors, industry partners, and other organizations in the startup ecosystem.
- vi. Provide guidance and support to startups in areas such as business planning, fundraising, and product development.
- vii. Monitor and evaluate the success of the incubation's programs and services and make recommendations for improvement.
- viii. Ensure compliance with all relevant regulations and policies.

Qualifications and Experience:

- i. Master's degree from a recognized Institutions/University.
- ii. Minimum 5 years of experience in a startup incubation, MNC or innovation management role.
- iii. Strong understanding of the startup ecosystem, including knowledge of fundraising, business planning, and product development.
- iv. Excellent communication and interpersonal skills, with the ability to build relationships with a variety of stakeholders.
- v. Demonstrated ability to manage budgets and financial resources.
- vi. Experience in marketing and outreach efforts to attract and recruit startups to incubation.
- ii. Strong leadership and management skills, with the ability to motivate and inspire a team.

Compensation:

Maximum up to 10 lakhs consolidated, per annum. This is the maximum possible amount and the final offer may defer, subject to the approval of the competent authorities.

b. Accountant (Part-Time)

Job Role:

Accountant will be responsible for managing and supporting the accounting operations of the incubation center. The incumbent will work closely with the Incubation Manager and assistant Manager - Incubation and will assist in account and finance related matters for developing, implementing, and managing various programs and initiatives that support the growth and success of the CREATE.

Key Responsibilities:

- i. Overseeing day-to-day financial operations of the incubation center, creating, and managing budgets for various programs and initiatives, tracking expenses and ensuring adherence to budgetary constraints and conducting financial analysis to support decision-making processes.
- ii. Maintaining accurate and up-to-date financial records, reconciling bank statements and monitoring cash flow.
- iii. Preparation of grant proposals and funding applications, managing grants and funds received by the incubation center, ensuring compliance with funding requirements and regulations and reporting on the utilization of grant funds to funding agencies.
- iv. Development of financial plans and forecasts, providing financial insights and recommendations to support strategic planning and monitoring financial performance against forecasted targets and identifying variances.
- v. Ensuring compliance with financial regulations and accounting standards and coordinating internal and external audits as necessary. Also implementing corrective actions to address audit findings and improve internal controls.
- vi. Facilitating communication and coordination between finance and other functional areas.

Qualifications:

- i. Master's degree in Accounting, Finance, or related field or CA inter or professional certification (e.g., CPA, CMA).
- ii. Minimum two years' experience in accounting or financial management, preferably in a similar role within an incubation center.
- iii. Strong understanding of accounting principles and financial analysis techniques.
- iv. Proficiency in accounting software and financial management tools like Tally/Busy
- v. Excellent communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders.
- vi. Strong analytical and problem-solving abilities.
- vii. Ability to work independently and as part of a team, with a proactive and results-oriented approach.
- viii. Proficient in MS Office, including Word, Excel, PowerPoint, and Outlook.
- ix. Ability to work independently, with a high level of initiative and self-motivation.

Compensation:

Maximum up to 2 lakhs consolidated, per annum. This is the maximum possible amount and the final offer may defer, subject to the approval of competent authorities.