

Feb 8, 2018

Applications invited for the position of ‘Junior Associate’ at IIT Mandi Catalyst, A Technology Business Incubator

1. What is IIT Mandi Catalyst?

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Supported by Department of Science and Technology [GoI], HPCED and VBC Chennai, Catalyst provides incubation support to technology-based startups focused on economic and/or social impacts. As the name implies, it serves as a 'catalyst' to nurture and guide entrepreneurial initiatives with social and/or commercial objectives. IIT Mandi Catalyst is a Sec-8 non-profit company and hence is a separate legal entity from IIT Mandi. See more on www.iitmandicatalyst.in

2. Job Description:

We are looking for a proactive, confident and resourceful team player for support in routine activities/Tasks which may include:

- a. Performing secondary research, data mining, report preparation
- b. Preparing and maintaining databases
- c. Supporting in execution of administrative tasks
- d. Maintaining infrastructure and facilities

3. Minimum Qualifications and skills required:

- a. Graduate in relevant discipline is a must. [Master's degree is desirable]
- b. Excellent knowledge of computer applications (MS office, Mail application, Internet browsing)
- c. Good spoken and written English
- d. An interest and understanding of startup ecosystem

4. Nature of Job: This is a contractual position at IIT Mandi Catalyst based out of Kamand Campus of IIT Mandi.

5. Salary: INR 15,000-20,000 per month based on qualification, experience and suitability

6. How to Apply: Interested Candidates should email their CV on iitmandicatalyst@gmail.com by Feb 18, 2018 with email subject line 'Application for Junior Associate'.

Note: For any additional information, please call 01905-267146 or email at iitmandicatalyst@gmail.com