

Current Job Opening - Associate
IIT Mandi Catalyst, A Technology Business Incubator

Last Date for Application: May 30, 2021

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Supported by the Department of Science and Technology [GoI], HPCED, and Meity, Catalyst provides incubation support to technology-based startups focused on creating value and impact in the economic and/or social sector. IIT Mandi Catalyst is looking for an enthusiastic and resourceful individual to be part of our growth story. Catalyst offers a unique set of opportunities for creativity, dynamism, and career growth.

Current open position:

Associate | Full-time position in IIT Mandi Catalyst, a Section 8 company

Location: IIT Mandi Campus

Job Description: The associate shall assist the General Manager, IIT Mandi Catalyst, in end-to-end startup portfolio management. The responsibilities include, but not limiting to:

1. **Sourcing and screening startups applications:** coordinating startup admission process by calling and screening the startup applications.
2. **Supporting startups:** Onboarding the start-ups, assessment of startups' needs, coordinating the delivery support, event management, and fund disbursement.
3. **Monitoring startup progress:** Tracking and monitoring progress of startups, reporting performance and status of startups.
4. Any other duties as required as per the needs of the organization.

Essential Qualifications

1. Bachelor's degree in engineering, business, or similar. A Master's Degree will be advantageous.
2. A minimum of two years' work experience in the startup ecosystem i.e. incubator, accelerator, associations, or a non-profit with a primary focus on facilitating and activating support for startups or similar work experience.

Desired Skills/Traits

1. Understanding of incubator operations and knowledge of startup ecosystems.
2. Interest and passion for nurturing technology innovation/ entrepreneurship.
3. Administrative and managerial skills with the ability to multitask. Proficiency in Microsoft Office or compatible applications, collaborative Apps (Slack, Microsoft Teams, Google docs/sheets), and audio and video conferencing tools.
4. Proficiency in written and spoken English.
5. Ability to handle communication and coordination with ecosystem stakeholders
6. Ability to plan and execute small-medium size events

Remuneration and Accomodation: Compensation will range between INR 30,000-INR 50,000 per month based on relevant experience and suitability/fit. Suitable shared hostel accommodation in campus may be provided to the outstation candidates, based on availability, and on a paid basis.

Apply here: <https://iitmandicatalyst.typeform.com/to/R8uAu9To>

Terms and Instructions

- Only shortlisted candidates will be contacted/informed through email.
- Catalyst reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for the selection process. The decision of the company in this regard will be final.
- Documentary evidence in support of all educational and professional qualifications will be required to be produced when specified.
- The company can verify the antecedents or documents submitted by a candidate before appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
- If it is found at a later date that any information given in the application is incorrect/false the candidature/ appointment is liable to be cancelled/terminated.

About IIT Mandi Catalyst

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Catalyst offers a startup destination that is peaceful yet vibrant, low cost and yet hi-tech, and sans long commutes - probably the best place to put minds to ideas. Supported by DST [GoI], HPCED, Vishal Bharat Comnet, Chennai, and MeitY, Catalyst supports technology-based startups focused on economic and/or social impacts. IIT Mandi Catalyst is a Section 8 non-profit company and hence a separate legal entity from IIT Mandi.



IIT Mandi Catalyst

A section 8 non-profit company
iitmandicatalyst.in | 01905-267926

IIT Mandi Kamand Campus Himachal Pradesh-175005, India

Since its inception in 2016-17, Catalyst has received over 1200 startup applications and supported about 135 of them. Currently, Catalyst has a portfolio of about 85 startups in sectors that include renewable energy, road safety, disaster management, agrotech, edutech, ad-tech, health-tech, travel management, and others. Catalyst also focuses on enabling technology-based solutions for economic and social problems facing the Himalayan region. We maintain a co-work office space facility for startups. Residential facilities are also provided to startups based on availability. Other than regular training and mentoring for startups, Catalyst hosts an annual event titled 'Himalayan Startup Trek', a two-day event that attracts startups, investors, and experts in large numbers from across India.

Website: www.iitmandicatalyst.in

Facebook: <https://www.facebook.com/iitmandicatalyst/>,

LinkedIn: <https://www.linkedin.com/company/13298508/>

For any questions, email us at iitmandicatalyst@gmail.com

Read more about us on iitmandicatalyst.in