

Advt. No.: F.NITA-iTBI.01(01-NITA-FIIE)/2025/DST NIDHI/Manpower Recruitment/2025-01 Date:18.09.2025

Ammended dated: 07/10/2025 (Last Date for application submission: 17/10/2025)

Recruitment of Chief Executive Officer (01-post), Incubation manager (01-post), and Incubation associate (01-post) for the iTBI center funded by NIT Agartala and DST-NIDHI

Applications are invited for the post of **Chief Executive Officer (01-post), Incubation Manager (01-post), and Incubation Associate (01-post)** under the 3 year sponsored project. The details of the project and the post for recruitment are given below:

Title of the Project	:	i-Technology Business Incubator-NITA Foundation for Innovation, Incubation, Entrepreneurship
Funding Agency	:	DST NIDHI and NIT Agartala
Principal Investigator (PI)	:	Prof. Umesh Mishra, Civil Engineering, NIT Agartala, & PI of the project
Emolument per month	:	Chief Executive Officer: Rs. 1,00,000/- per month with 10% cumulative annual increment subject to performance review. Incubation manager: Rs. 74,000/- per month for one year, followed by Rs. 75,000/- per month for subsequent years, subject to performance review. Incubation associate: Rs 25,000/- per month with 10% cumulative annual increment, subject to performance review.
Eligibility Criteria	:	1. Chief Executive Officer: Educational Qualification: Bachelor's degree or higher in Engineering/ Technology/ Pharmacy from a recognized University/ Institute. Applicants having an additional degree of MBA or equivalent would be given due preference. or Bachelor's degree or higher in Science with an MBA or equivalent. Experience: The applicant must have a minimum of 5 years of overall work experience, with at least 3 years of experience in the start-up ecosystem, either as a start-up founder/co-founder /core team member and /or as a stakeholder of start-up ecosystem or in managing/administering a similar type of incubator or at least 3 years of industrial experience (in MNCs). Candidates with experience in NIDHI-TBI, NIDHI-PRAYAS, and other schemes related to incubation & startup ecosystem will be preferred. Upper Age Limit: Less than 50 years as on the closing date of application, including extension if any. 2. Incubation manager: Educational Qualification: Bachelor's degree or higher in Engineering/ Technology/ Pharmacy/ Business/ Management from a recognized University/ Institute. Applicants having an additional degree of MBA or equivalent would be given due preference. or

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	Bachelor's degree or higher in Science with an MBA or equivalent. Experience: The applicant must have a minimum of 2 years of experience in the start-up sector, either as a start-up founder/ co-founder/ core team member and/ or as a stakeholder of the start-up ecosystem, or in managing/administering an incubation centre, or at least 2 years of managerial experience in R&D/ Technology management, commercialization, business development in R&D products/ services. Upper Age Limit: Less than 40 years as on the closing date of application, including extension if any. 3. Incubation Associate: Educational Qualification: Bachelor's degree or higher in Engineering/ Technology/ Pharmacy/ Business/ Science/ Management from a recognized University/ Institute. Upper Age Limit: Below 50 Years as on the closing date of application, including extension if any.
Description of responsibilities	1. Responsibilities of Chief Executive Officer: ✓ To oversee all incubator operations and provide strategic planning & direction, build, and grow programs for outreach and incubation with impact measurement, and cooperation. ✓ Create partnerships with businesses, incubators that already exist, and academic institutions. ✓ Network with funding organizations for start-ups at National and International level. ✓ Other responsibilities as assigned by the Board of Directors, Board of Governing council, and PI/ Co-PI of the project 2. Responsibilities of Incubation Manager: ✓ To oversee and manage all incubator operations, build, and grow programs for outreach and incubation with impact measurement, and cooperation. ✓ Develop and maintain administrative SOPs, ensuring professional work ethics and accurate documentation of processes, attendance, and dispatch–receive register. ✓ Draft formal letters, memos, and notices, and maintain all communication records. ✓ Handle programs and events, including scheduling and venue arrangements. ✓ Other responsibilities as assigned by the Board of Directors, Board of Governing council, PI/ Co-PI of the project, and CEO. 3. Responsibilities of Incubation Associate: ✓ Recording all income and expenses accurately. ✓ Assist in preparing balance sheets, income & expenditure statements. ✓ Assist in preparing Quarterly and Annual financial reports. ✓ Prepare bills as per sanctioned head.

		✓ To maintain and operate the different equipment bought under this scheme and help incubate in developing prototype. They would also be required to work as a multitask force. ✓ Other responsibilities as assigned by the Board of Directors, Board of Governing council, PI/ Co-PI of the project, CEO, and Incubation manager.
Number of Posts	:	Chief Executive Officer (01-post), Incubation Manager (01-post), and Incubation Associate (01-post)
Date of Interview	:	Date and mode of interview will be intimated after shortlisting the applicants as per the requirements.

Terms and Conditions:

The appointment will be on a contract basis for an initial period of 1 year, which may be renewed based on the performance review, and will be governed by the administrative rules, conditions imposed by i-Technology Business Incubator-NITA Foundation for Innovation, Incubation, Entrepreneurship.

1. Candidates, before appearing for the interview, shall ensure that they are eligible for the position they intend to apply for.
2. Interested candidate should send their **filled application (in the attached format)**, including photograph and a signed scan copy of their (a) Mark-sheet and Degree of Post-Graduation, Graduation, Diploma whatever applicable, (b) Experience Certificates wherever applicable, (c) Proof of Date of Birth (Preferably Govt Issued Identity Card / Driving Licence / Voter ID / Passport) (d) Detailed signed Curriculum Vitae and (e) other necessary documents.
3. The application should be sent to **PI, iTBI-NITA-FIIE** through e-mail at itbi.nitafiie@gmail.com with subject line “**Application for the post of _____ in iTBI-NITA-FIIE, NIT Agartala**”.
4. **The last date for application is 17/10/2025.**
5. Candidate shall bring along with them the original degree(s)/ certificate(s), Proof of Date of Birth, and experience certificate(s) at the time of interview for verification.
6. The applicant will be responsible for the authenticity of information, documents, and photographs submitted.
7. No TA/DA is permissible for appearing in the interview and joining in case of selection.
8. Upon selection engagement letter will be sent through email as mentioned in the application form.
9. The Institute reserves the right to cancel the recruitment without assigning any reason.
10. The temporary engagement can be terminated without assigning any reason. For any details, the candidates are requested to contact Prof. Umesh Mishra (Mobile No.: 9436926569), Prof. Partha Pratim Sarkar (Mobile No.: 9774051947) & Dr. Muthusivaramapandian M (Mobile No.: 7896172343).



Signature

APPLICATION FORM

Application for the post of

Advt. No.: Dated:.....

Recent passport
size color
photography
affixed

1.	Name of the Applicant	:	
2.	Father's/Husband's Name	:	
3.	Nationality	:	
4.	Date of Birth	:	
5.	Age as on 10/10/2025	:	
6.	Category (SC/ST/OBC/GEN/EWS)	:	
7.	Gender (Male/Female)	:	
8.	Marital Status	:	
9.	Current Occupation	:	
10.	Total Work Experience (as on closing date)	:	(years) (months)
11.	Work Experience in Startup Ecosystem/ NIDHI Projects (as on closing date)	:	(years) (months)
12.	Aadhar No. (attach copy of Aadhar Card)	:	
13.	Present Address	:	Pin Code:.....
14.	Email id	:	
15.	Contact No.:	:	

16. Educational Qualification (Higher School onwards) (Attach requisite Certificates) :

Exam Passed	Year of passing	Board/ University	Subjects	Percentage of marks

17. Professional Experience (Reverse Chronological order)

Name of the Firm/Organization	Designation	From Date	To Date	Salary Withdrawn per month (in Rs.)	Job role and experience gained

Please attach all necessary supporting documents along with the application for the claims made.

UNDERTAKING

I hereby declare that all the information furnished above is true, correct and complete to the best of my knowledge and belief.

Signature of the candidate

Date: Place: