

## Advertisement for the post of Project Manager (5 posts as 1-5)

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**Advertisement for the post of Project Manager (Technology Management) (Post No-1) Location: IIT (BHU) Varanasi  
Company: I-DAPT-HUB FOUNDATION  
(A Section 8 - Not for Profit Company)**

### About the Company

- To operate as a Technology Innovation Hub (TIH) for technology development and act as a nodal center spearheading the activities in “Data Analytics and Predictive Technologies” and other related areas under the Technology Incubation Hub (TIH) of National Mission on Interdisciplinary Cyber-Physical Systems (NMICPS).
- To organize, undertake, monitor, and promote programs under “Interdisciplinary Data Analytics and Predictive Technologies” mainly in five major domains: Communication, Transportation, Energy, Defence, and Healthcare and also other related areas for the development of new areas of research, technology development, innovation, professional education, entrepreneurship, brand building, technology commercialization, and product management; for the dissemination and deployment of intellectual property; and public outreach.
- To create a platform for research and innovation in the area of “Interdisciplinary Data Analytics and Predictive Technologies” mainly in five major domains: Communication, Transportation, Energy, Defence, and Healthcare and also other related areas between IIT (BHU) Varanasi and industry.
- To incubate and nurture the translation of ideas and innovations emerging from the scientific, technological, and knowledge capital, to generate commercial and social impact, and to contribute to the economic development and social well-being of the Region and Country by building the necessary infrastructure for creation and translation of technology to market readiness, by supporting the adoption of it by existing ventures and creation of startup ventures, and by creating networks between academia, industry, and financial institutions and other such assistance as required.
- The company will be supported by the DST for five years, following which it should generate its own revenue to continue with its functions.

## **Role of Project Manager (Technology Management)**

The candidate should have high standards of networking credentials (e.g. CCIE or equivalent) with experience in LAN/WAN installations & configurations, routing, switching and network security with adequate expertise on Windows/ MacOS/Linux-based systems with hands-on experience of hardware, software, network and related technologies from reputed organizations or Industry. The candidate should also have a keen interest in adopting to latest technologies e.g. virtualization, cloud computing, IoT, Cyber-Physical Systems, etc. The job description is not exhaustive and the post holder may, from time to time, be required to undertake other related duties. The manager will work in a team to achieve the end objectives of the hub. The company will have an office within IIT (BHU) Varanasi and will have a staff strength of one CEO, around 5 managers, and 10-15 other supporting staff (tentative number). Also, a number of students will be part of the ecosystem.

### **Responsibilities**

- Install, support and manage the networks and computer systems. Implement and maintain network hardware and software. Troubleshoot network problems, and ensure security, availability and performance standards.
- Build relationships with all stakeholders (professors, researchers from other Institutes/universities and research organizations in India and abroad, start-up companies, industries, etc.).
- Coordinate with PIs/Incharges of the projects and keep records of the projects, preparation of reports, UC/SE, etc.
- Coordinate reporting and documentation of executed meetings /programs/conferences and seminars.
- Should be able to work with the staff to define the mission, staff management, financial management, legal issues management, accountability, and effectiveness.
- Work effectively to generate funds for the company in order to be self-sufficient as soon as possible.
- Engage with startup founders and stay updated on the progress of the start-ups on a regular basis.
- Event planning, coordination, and calendar management. End-to-end planning and execution of 'Investor Meets' and 'Demo Days'.
- To assist the hub in various joint projects with IIT (BHU) and also external joint projects, monitor the progress of these projects, and provide periodic reports to the Hub's Board.
- Other related works assign from time to time by the Board of Directors.

### **Qualification:**

The applicants must hold the BE/B.Tech with 60% marks in the area of Computer science/Information Technology/Electronics/Communications/Electrical Engineering/Instrumentation Engineering/Mechanical Engineering/Material Science/Civil Engineering/Chemical Engineering/Biotechnology/Biomedical Engineering and/or ME/M.Tech and/or MBA (with engineering/technology background) degree with first class from leading Indian/Global Engineering and/or Business Schools.

Desirable:

- Latest networking certification at CCIE or equivalent levels.
- Should have relevant program management experience
- Should be conversant with the latest technology and innovation trends
- Should exhibit thought leadership in technology space
- Project management certification (PMP) shall be preferred

Years of experience: At least 3 years of relevant experience will be preferred.

**Note:** Applicants with interdisciplinary educational backgrounds and/or work experiences are encouraged to apply

### **Requirement:**

- Prior experience in translational work of research into products in the industry, association, and similar organizations.
- Is a successful professional looking for a change in mind set-up in order to translate research into products.
- Gravitas and commanding respect, ability to interact comfortably with eminent and senior professors, professionals, students, collaborators, and other stakeholders.
- Strong technical/ management skills.
- Should be willing to travel extensively and his/her life situation should allow for that.
- The skill of effective communication, organizational development, and planning.
- Strong bias for Action.

**Compensation:** Upto Rs 8-10 lakhs annually (based on experiences) fixed salary (No allowances and accommodation) 16 % HRA

**Tenure:** Initially 1 year (Renewable based on annual performance/appraisal)

**Age:** Less than 45 years

**Termination:** It is a temporary position and the service of the employee shall be liable to termination at any time by notice in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee. The period of such notice shall be three months. The company may withdraw or discontinue any position at any time..

**Note:** Interested aspirants may send their details (Application letter in support of the post along with CV and other documents **as one PDF file**) to **idaphub\_foundation@iitbhu.ac.in** (cc to **idapt@iitbhu.ac.in**) **by 05-11-2024**. Only shortlisted candidates will be called for interaction/interview. Mere fulfillment of the minimum eligibility criteria does not entitle an applicant to be shortlisted. Depending on the number of applications received, the minimum required qualifications and desirable experience criteria may be decided.

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<https://forms.gle/eKPigZzUXH6uHowi8>

**Advertisement for the post of Project Manager Finance and Accounting (Post**

**No-2) Location: IIT(BHU) Varanasi**

**Company: I-DAPT-HUB FOUNDATION**

**(A Section 8 - Not for Profit Company)**

**About the Company**

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- To create a platform for research and innovation in the area of “Interdisciplinary Data Analytics and Predictive Technologies” mainly in five major domains: Communication, Transportation, Energy, Defence, and Healthcare and also other related areas between IIT (BHU) Varanasi and industry.
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- The company will be supported by the DST for five years, following which it should generate its own revenue to continue with its functions.

**Role of Project Manager**

As the newly formed Section-8 company, the Manager would manage/assist operational roles like – project management, business development, finance, and startups. The job description is not exhaustive and the post holder may, from time to time, be required to undertake other related

duties. The manager will work in a team to achieve the end objectives of the hub. The company will have an office within IIT (BHU) Varanasi and will have a staff strength of one CEO, around 5 managers, and 10-15 other supporting staff (tentative number). Also, a number of students will be part of the ecosystem.

### **Responsibilities**

- Build relationships with all stakeholders (professors, researchers from other Institutes/universities and research organizations in India and abroad, start-up companies, industries, etc.).
- Coordinate with PIs/Incharges of the projects and keep records of the projects, preparation of reports, UC/SE, etc.
- Coordinate reporting and documentation of executed meetings /programs/conferences and seminars.
- Should be able to work with the staff to define the mission, staff management, financial management, legal issues management, accountability, and effectiveness.
- Work effectively to generate funds for the company in order to be self-sufficient as soon as possible.
- Engage with startup founders and stay updated on the progress of the start-ups on a regular basis.
- Stay updated on the latest developments in the investor community and communicate the same with startups/teams when required.
- Event planning, coordination, and calendar management. End-to-end planning and execution of 'Investor Meets' and 'Demo Days'.
- Be involved in content creation (websites, blogs, articles, press releases, flyers, etc.) - prior experience in freelance writing will be given due weightage.
- Direct the digital branding/marketing strategies that align with the core goals of programs/initiatives, including social media channels, and blogs.
- To assist the hub in various joint projects with IIT (BHU) and also external joint projects, monitor the progress of these projects, and provide periodic reports to the Hub's Board.
- Other related works assign from time to time by the Board of Directors.

### **Qualifications and Experiences:**

Top-tier degree from leading Indian/Global Engineering and/or Business schools. The applicants must hold the M.Com/MBA with 60% marks from the top tier Universities/Business Schools in India and abroad.

Years of experience: At least 3 years of relevant work experience in the domain of Finance and Accounting will be preferred. The applicants must have the basic or advanced stage practical knowledge of taxation, audit, and business law practiced in the Indian context.

### **Requirement:**

- Prior experience in translational work of research into products in the industry, association, and similar organizations.

- Is a successful professional looking for a change in mind set-up in order to translate research into products.
- Gravitas and commanding respect, ability to interact comfortably with eminent and senior professors, professionals, Industry, government, ministry, and other stakeholders.
- Strong technical/ management skills.
- Should be willing to travel extensively and his/her life situation should allow for that.
- The skill of effective communication, organizational development, and planning.
- Strong bias for Action.

**Compensation:** Upto Rs 8-10 lakhs annually (based on experiences) and 16 % HRA

**Tenure:** Initially 1 year (Renewable based on annual performance/appraisal)

**Age: Less than 45 years**

**Termination:** It is a temporary position and the service of the employee shall be liable to termination at any time by notice in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee. The period of such notice shall be three months. The company may withdraw or discontinue any position at any time.

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## **Advertisement for the post of Project Manager Startup, Incubation, and**

**Networking (Post No-3) Location: IIT (BHU) Varanasi**

**Company: I-DAPT-HUB FOUNDATION**

**(A Section 8 - Not for Profit Company)**

### **About the Company**

- To operate as a Technology Innovation Hub (TIH) for technology development and act as a nodal center spearheading the activities in “Data Analytics and Predictive Technologies” and other related areas under the Technology Incubation Hub (TIH) of National Mission on Interdisciplinary Cyber-Physical Systems (NMICPS).
- To organize, undertake, monitor, and promote programs under “Interdisciplinary Data Analytics and Predictive Technologies” mainly in five major domains: Communication, Transportation, Energy, Defence, and Healthcare and also other related areas for the development of new areas of research, technology development, innovation, professional education, entrepreneurship, brand building, technology commercialization, and product management; for the dissemination and deployment of intellectual property; and public outreach.
- To create a platform for research and innovation in the area of “Interdisciplinary Data Analytics and Predictive Technologies” mainly in five major domains: Communication, Transportation, Energy, Defence, and Healthcare and also other related areas between IIT (BHU) Varanasi and industry.
- To incubate and nurture the translation of ideas and innovations emerging from the scientific, technological, and knowledge capital, to generate commercial and social impact, and to contribute to the economic development and social well-being of the Region and Country by building the necessary infrastructure for creation and translation of technology to market readiness, by supporting the adoption of it by existing ventures and creation of startup ventures, and by creating networks between academia, industry, and financial institutions and other such assistance as required.
- The company will be supported by the DST for five years, following which it should generate its own revenue to continue with its functions.

## **Role of Project Manager**

The candidate should have exposure and hands-on experience in handling the startups and incubation processes at the business incubation centers from National Institutes (IITs, IIMs, NITs, Universities, and Research and Development labs. Experiences with accelerators, incubators, and venture capitalists would be considered as added merit. The job description is not exhaustive and the post holder may, from time to time, be required to undertake other related duties. The manager will work in a team to achieve the end objectives of the hub. The company will have an office within IIT (BHU) Varanasi and will have a staff strength of one CEO, around 5 managers, and 10-15 other supporting staff (tentative number). Also, a number of students will be part of the ecosystem.

## **Responsibilities**

- Build relationships with all stakeholders (professors, researchers from other Institutes/universities and research organizations in India and abroad, start-up companies, industries, etc.).
- Coordinate with PIs/Incharges of the projects and keep records of the projects, preparation of reports, UC/SE, etc.
- Coordinate reporting and documentation of executed meetings /programs/conferences and seminars.
- Should be able to work with the staff to define the mission, staff management, financial management, legal issues management, accountability, and effectiveness.
- Work effectively to generate funds for the company in order to be self-sufficient as soon as possible.
- Engage with startup founders and stay updated on the progress of the start-ups on a regular basis.
- Event planning, coordination, and calendar management. End-to-end planning and execution of 'Investor Meets' and 'Demo Days'.
- To assist the hub in various joint projects with IIT (BHU) and also external joint projects, monitor the progress of these projects, and provide periodic reports to the Hub's Board.
- Other related works assign from time to time by the Board of Directors.

## **Qualification:**

Top-tier degree from a leading Indian/Global Engineering and/or University. The applicants must hold the M.Com/MBA/M.Tech degree with first class from the top tier institutes/Universities/Business Schools in India and abroad.

Years of experience: At least 3 years of relevant work experience in the domain of Startup, Business Incubation, Entrepreneurship ecosystem, and entrepreneurship development projects. Knowledge of Finance and Accounting, Drafting MOUs, Business agreements, and Business Contracts will be preferred. The applicants must have the basic or advanced stage practical knowledge of the Business Incubators Ecosystem, Technology Transfer, Business Development,

accelerators, incubators, funding sources for startups and entrepreneurs, taxation, and business law practiced in the Indian context.

**Requirement:**

- Prior experience in translational work of research into products in the industry, association, and similar organization
- Is a successful professional looking for a change of mind set-up in order to translate research into products.
- Gravitas and commanding respect, ability to interact comfortably with eminent and senior professors, professionals, students, collaborators, and other stakeholders.
- Strong technical/ management skills.
- Should be willing to travel extensively and his/her life situation should allow for that.
- The skill of effective communication, organizational development, and planning.
- Strong bias for Action.

**Compensation:** Upto Rs 8-10 lakhs annually (based on experiences) and 16 % HRA

**Tenure:** Initially 1 year (Renewable based on annual performance/appraisal)

**Age: Less than 45 years**

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**Advertisement for the post of Project Manager (Legal) (Post No. 4)**

**Location: IIT (BHU) Varanasi**  
**Company: I-DAPT-HUB FOUNDATION**  
**(A Section 8 - Not for Profit Company)**

**About the Company**

- To operate as a Technology Innovation Hub (TIH) for technology development and act as a nodal center spearheading the activities in “Data Analytics and Predictive Technologies” and other related areas under the Technology Incubation Hub (TIH) of National Mission on Interdisciplinary Cyber-Physical Systems (NMICPS).
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- The company will be supported by the DST for five years, following which it should generate its own revenue to continue with its functions.

## **Role and Responsibilities of Project Manager (Legal)**

- Drafting, reviewing, and negotiating agreements, contracts, and other legal documents.
- Responsible for a company's legal affairs, including providing legal advice to company management, and other departments.
- Monitoring laws and regulations, and searching for relevant regulatory documents.
- Identifying legal risks and working with relevant departments to take appropriate action.
- Handling litigation and managing external lawyers.
- Attending meetings and managing correspondences with Management and external parties/Clients.

### **Qualification:**

The applicants must hold Degree in Law with at least 55% marks, and First class in Bachelors degree from recognized University or a reputed Institute.

### **Desirable:**

- Should have worked in the Recognized Research Institutes or Institutes of national importance.
- Should have atleast 4 Years of administrative experience of working in “Research & Development” unit/section of any Central/State/Autonomous organisation.
- Should have Knowledge of Office Management, computer Office Application and be conversant with the latest technology.

**Years of experience:** At least 10 years of working experience, out of which 5 years in the required field of legal work will be preferred.

**Compensation:** Upto Rs 8-10 lakhs annually (based on experiences) and 16 % HRA

**Tenure:** Initially 1 year (Renewable based on annual performance/appraisal)

**Age:** Less than 45 years

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**Advertisement for the post of Portfolio Manager/Project Manager (Post No. 5)**

**Location: IIT(BHU) Varanasi**

**Company: I-DAPT-HUB FOUNDATION**

**(A Section 8 - Not for profit Company)**

**About the Company**

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### **Role of Portfolio Manager/Project Manager**

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### **Responsibilities**

- Build relationships with all stakeholders (professors, researchers from other Institutes/universities and research organizations in India and abroad, start-up companies, industries, etc.).
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- Direct the digital branding/marketing strategies that align with core goals of programs/initiatives at, including social media channels, blogs.
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- Other related work assign time to time by the Board of Directors.

### **Qualification:**

Top tier degree from leading Indian/Global Engineering and/or Business schools. Years of experience: At least 5 years of relevant experience will be preferred).

### **Requirement:**

- Prior experience in translational work of research into products in industry, association, and similar organizations.



- Is a successful professional looking for a change in mind set-up in order to translate research into products.
- Gravitas and commanding respect, ability to interact comfortably with eminent and senior professors, professionals, Industry, government, ministry and other stakeholders.
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