

Advt. No.: F.NITS-FIIE-01/DST NIDHI iTBI/2026/Manpower Recruitment/2026/01 **Date:** 23.05.2026

Recruitment of 1. Chief Executive Officer, 2. Incubation Manager, and 3. Incubation Associate under NITS-FIIE supported by DST under the NIDHI-iTBI programme.

NITS Foundation for Innovation Incubation and Incubation (NITS-FIIE), NIT Silchar invites applications from competent and motivated individuals for appointment to the following positions under the DST NIDHI-iTBI initiative.

S/N	Designation	No. of Posts
1.	Chief Executive Officer	01
2.	Incubation Manager	01
3.	Incubation associate	01

The details regarding eligibility criteria, qualifications, experience, and other terms & conditions are provided below:

Title of the Project : **DST NIDHI-Inclusive Technology Business Incubator (iTBI) for Fostering Innovation and Entrepreneurship in North Eastern Region at M/S NITS FOUNDATION FOR INNOVATION INCUBATION AND ENTREPRENEURSHIP**

Funding Agency : DST NIDHI and NIT Silchar

Chairman, NITS FIIE : Prof. Dilip Kumar Baidya, Director, NIT Silchar

Emolument per month : **1. Chief Executive Officer:**
Salary: Rs. 80,000/- (Consolidated) (with 10% cumulative annual increment subject to performance review.)
2. Incubation Manager:
Salary: Rs. 40,000/- (Consolidated) (with 10% cumulative annual increment subject to performance review.)
3. Incubation Associate:
Salary: Rs 30,000/- (Consolidated) (with 10% cumulative annual increment subject to performance review.)

Eligibility Criteria : **1. Chief Executive Officer**

Educational Qualifications:

Bachelor's degree or higher in Engineering/Technology/Pharmacy from a recognized University/ Institute. Applicants having an additional degree of MBA or equivalent postgraduate management degree would be given due preference.

OR

Bachelor's degree or higher in Science with an MBA or postgraduate management degree.

Professional Experience:

The applicant must have a minimum of 10 years of overall work experience, with at least **03** years of experience in the start-up ecosystem, either as a start-up founder/co-founder/core team member having experience in fund raising and/or as a stakeholder of start-up ecosystem or in managing/administering a similar type of incubator or at least 03 years of industrial experience (in MNCs) with project management experience. Candidates with experience in NIDHI-TBI, NIDHI-PRAYAS, and other schemes related to incubation & startup ecosystem will be preferred. The applicant must have prior experience in writing and submission of projects/DPRs to ministries/agencies for funding.

Preference will be given to candidates with demonstrated experience in **multi-sector stakeholder management**, specifically in building sustainable partnerships with academic institutions, government entities, and private investors.

Direct experience in **commercializing** innovative technology based products or services will be considered a strong asset for this role.

Personal Attributes:

Strong **entrepreneurial drive** with a passion for fostering innovation and helping tech start-ups succeed.

Strong verbal and written communication skills to effectively liaise with entrepreneurs, investors, and external stakeholders.

Upper Age Limit:

Less than 50 years as on the closing date of application, including extension if any.

2. Incubation Manager

Educational Qualifications:

Educational Qualification: Bachelor's degree or higher in Engineering/Technology/Science/Business/Management from a recognized University/ Institute. Applicants having an additional degree of MBA or equivalent would be given due preference.

Professional Experience:

The applicant must have a minimum of 02 years of experience in the start-up sector, either as a start-up founder/ co-founder/ core team member having experience in fund raising and/ or as a stakeholder of the start-up ecosystem, or in managing/administering an incubation centre, or at least 02 years of managerial/working experience in R&D/ Technology management, commercialization, business development in

R&D products/ services.

Practical experience in entrepreneurship, business development, or direct engagement with entrepreneurs and innovators will be considered an added advantage.

Familiarity with government-supported innovation and startup initiatives, including programs of the Department of Science & Technology and NITI Aayog, will be considered an added advantage.

Upper Age Limit:

Below 45 years as on the closing date of application, including extension if any.

3. Incubation Associate

Educational Qualifications

Bachelor's degree or higher in Engineering/Technology/Science/ Business/Management from a recognized University/ Institute.

Experience: NIL

Upper Age Limit:

Below 40 Years as on the closing date of application, including extension if any.

Date of Interview : The date, time, mode, and other details of the interview will be communicated to the shortlisted candidates through the official email ID provided at the time of application.

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.
- ✓ Proactive initiatives to convert the facility into a full-fledged sustainable incubator/technology business incubator and explore scale-up opportunities from different funding agencies,
- ✓ Other responsibilities as assigned by the Board of Directors, 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.
- ✓ Record all income and expenses, assist in preparing balance sheets, income & expenditure statements, and support quarterly and annual financial reporting.
- ✓ Other responsibilities as assigned by the Board of Directors, PI/ Co-PI of the project, and CEO.

3. Responsibilities of Incubation Associate:

- ✓ **Data & Record Management:** Accurately enter, update, and maintain data across databases while organizing startup-related records (profiles, contacts, documents) with proper filing systems ensuring integrity, confidentiality, and easy retrieval.
 - ✓ **Office & Administrative Operations:** Support day-to-day office functions including scheduling, communication handling, report preparation, documentation, and general administrative tasks.
 - ✓ **ICT & Technical Support:** Provide basic technical assistance, maintain and operate equipment procured under the scheme, and support startups in prototype development.
 - ✓ **Communication, Coordination & Miscellaneous Duties:** Maintain effective communication with stakeholders, coordinate startup activities and events, and undertake additional responsibilities as assigned by the Board of Directors, PI/Co-PI, CEO, or Incubation Manager.
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Terms and Conditions

The appointment will be purely on a contract basis for an initial period of 01 year, which may be renewed based on the performance review, and will be governed by the administrative rules, conditions imposed by NITS Foundation for Innovation, Incubation and Entrepreneurship (NITS-FIIE), NIT Silchar under the DST NIDHI iTBI programme.

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 form (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 etc.) (d) Detailed signed Curriculum Vitae and (e) other necessary documents.
3. The application letter addressed to **The Chairman, NITS-FIIE, NIT Silchar** along with the soft copy (*Scanned PDF*) of the signed application form and all related documents should **E-MAIL** to the, incubation@nits.ac.in with subject line as :

“Application for the post of..... at NITS-FIIE, NIT Silchar”

4. **The last date for submission of application is 08 June, 2026 time 5:00 PM. Applications received after the due date and time will not be considered.**
5. The applicant will be responsible for the authenticity of information, documents, and photographs submitted.
6. The date, time, mode, and other details of the interview will be communicated to the shortlisted candidates through the official email ID provided at the time of application.
7. Shortlisted candidate must bring the original degree(s)/ certificate(s), Proof of Date of Birth, and experience certificate(s) at the time of interview for verification.
8. No TA/DA is permissible for appearing in the interview and joining in case of selection.
9. Upon selection, the engagement letter will be communicated through the official email ID from which the application was submitted, as provided in the application form.
10. The Institute reserves the right to cancel the recruitment without assigning any reason.
11. The temporary engagement can be terminated without assigning any reason.
12. For any details, the candidates are requested to email to : incubation@nits.ac.in
13. Please also submit all details in the following Link:

<https://forms.gle/1hheAsXmA9xzSwXT7>

(Please copy the above link and paste it in the URL)

Chairman
Board of Directors, NITS-FIIE

APPLICATION FORM

Space for
recent passport
size color
photograph

Application for the post of

Advt. No.: Dated

1.	Name of the Applicant	:			
2.	Father's/Husband's Name	:			
3.	Nationality	:			
4.	Date of Birth	:			
5.	Age (as on 08/06/2026)	:			
6.	Category (SC/ST/OBC/GEN/EWS)	:			
7.	Gender	:			
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:.....	
14.	Email ID	:			
15.	Contact No.:	:			

16. Educational Qualification (Secondary Examination 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: