



IIT Ropar Technology Business Incubator Foundation



(A Section 8 Non-Profit Entity of IIT Ropar)
Top Floor (East Wing), M. Visvesvaraya Block
Indian Institute of Technology Ropar, Rupnagar - 140001 (Punjab) India
E- mail: biooffice@iitrpr.ac.in
Phone: 01881-235215 (COO), 235216 (Office), 235217 (Faculty-in-Charge)

Advertisement for the position of Startup Executive

IIT Ropar - Technology Business Incubator Foundation is a section 8 company established under the Department of Science and Technology (DST), Government of India at Indian Institute of Technology Ropar (IITRPR) to bolster the startup ecosystem within the region and beyond. Applications are invited for the post of **Startup Executive** to handle startup and MSME funding schemes and procure materials/goods and services.

Soft skills required:

- Strong command of English, both spoken and written.
- Skilled in using MS Office applications (Word, Excel, Outlook).
- Familiarity with the challenges and operational needs of tech startups.
- Awareness of government schemes for startups and MSMEs.
- Understanding of local procurement processes and GeM (Government e-Marketplace) purchases.
- Well-versed in vendor sourcing practices, including research, evaluation, and vendor management.

Job Description:

- Coordinate with startups and MSMEs, ensuring timely follow-ups and communication.
- Prepare evaluation reports, respond to queries, and maintain proper documentation.
- Oversee MSME and startup funding schemes, along with managing any special initiatives as they arise.
- Coordinate ongoing interactions with startups/MSMEs to track the progress of the portfolio, producing regular reports and updates for key stakeholders to showcase achievements and milestones.
- Manage the sourcing, negotiation, and procurement of materials, goods, and services.
- Familiar with the Government e-Marketplace (GeM) and Government Financial Rules (GFR).
- Keep accurate records of purchases, pricing, and other critical data.
- Conduct periodic stock audits and address any discrepancies.
- Ensure adherence to organizational policies and procedures.
- Prepare and manage documentation related to tendering and bidding processes, in compliance with government regulations.

Remuneration and contract period: To be determined based on qualifications and performance, respectively.

Age limit: Upto 35 years preferred.



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Experience requirement: 3-5 years of relevant work experience is preferred.

Application process: Email your detailed CV to tbioffice@iitrpr.ac.in with subject as “**Application for the position of Startup Executive** ” on or before December 8, 2024. An online and in-person interaction will be conducted if the candidate’s CV is selected for further evaluation.

Note: Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.