

Current Job Openings
IIT Mandi Catalyst, A Technology Business Incubator
Last Date for Application: July 20 , 2020

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, Meity and VBC Chennai, 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.

Two positions are currently open:

- 1. Associate - Marketing & Communication**
- 2. Associate - Incubation**

Designation: Associate -Marketing and Communications | Location: IIT Mandi Campus

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

Job Description: The person will be responsible for

1. Create and execute a digital marketing strategy and campaigns to ensure a pipeline of startup applications for Catalyst.
2. Work with other teams to conceptualise Catalyst Events and market them effectively.
3. Content creation, copywriting and curation of communication materials such as the web site, posters, brochures, newsletters, social media updates and video stories.
4. Engage with and maintain communication with potential investors, mentors, speakers, experts, startups and government officials for various training/selection/mentorship programs/events.

Qualifications & Experience

1. Minimum graduate degree in relevant disciplines such as communication, marketing, innovation management, entrepreneurship, business management, etc. A Master's Degree in any of the above disciplines will be advantageous.
2. At least two years' work experience in a similar role in either corporate, startup ecosystem or nonprofit organizations.

Essential Traits and Skills

1. Experience in digital media management / digital marketing / social media marketing /marketing communication/similar roles.

2. Excellent interpersonal and English communication skills (written and oral)
3. Proficiency in Microsoft Office or compatible applications, collaborative Apps (Slack, Microsoft Teams, Google docs) and audio and video conferencing.
4. Be a self-motivated team player with interest in the start-up ecosystem and/or social sector.

Desired Traits and Skills: Knowledge of the entrepreneurship ecosystem and some experience in curating and executing events.

Remuneration: Compensation will be based on relevant experience and suitability/fit. Suitable **accommodation in on-campus** hostel may be provided to outstation candidates, based on availability.

Apply here: <https://iitmandicatalyst.typeform.com/to/vwsP5BHQ>

Designation: Associate - Incubation | Location: IIT Mandi Campus

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

Job Description: The Associate shall assist the Manager, IIT Mandi Catalyst in startup portfolio management, activating support to startups, administration and monitoring of incubator operations. The activities include, but not limiting to:

1. Handling the startup admission process by calling for applications, screening of applications, etc.
2. Onboarding of start-ups selected for the incubation program.
3. Coordinating the delivery of training classes and mentoring sessions for startups.
4. Tracking and monitoring the funding to startups.
5. Reporting of start-up performance and status.
6. Performing such other duties as required as per the needs of the company.

Essential Qualifications

1. Bachelor's degree in management, 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.

Essential Traits and Skills

1. Understanding of incubator operations as well as the startup ecosystem.
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) and audio and video conferencing
4. Proficiency in written and spoken English.

Remuneration: Compensation will be based on relevant experience and suitability/fit. Suitable **accommodation in on-campus** hostel may be provided to outstation candidates, based on availability.

Apply here: <https://iitmandicatalyst.typeform.com/to/c6Fr6p>

Terms and Instructions

1. Only shortlisted candidates will be contacted/informed through email.
2. 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 written test/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence in support of all educational and professional qualifications will be required to be produced when specified.
4. 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 a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
5. 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 | 01905-267146

IIT Mandi Kamand Campus Himachal Pradesh-175005, India

Since its inception in 2016-17, Catalyst has received over 1000 startup applications and supported about 77 of them. Currently, Catalyst has a portfolio of about 52 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 Himalayan region. We maintain a co-work office space facility for startups which has a capacity of about 50 seats. 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/>