



**Applications invited for the post of 'Junior Associate - Operations'**  
at IIT Mandi Catalyst, A Technology Business Incubator

**Last Date for Application: October 25th, 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.*

*Job Description for Junior Associate – Operations*

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**Designation:** Junior Associate (Operations) | **Location:** IIT Mandi Campus

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

**Key responsibilities include, but not limiting to:**

1. Handling paperwork relating to invoices, POs, official reports, letters, inter-office communication, etc
2. Preparing and maintaining office records
3. Handling administrative and logistics tasks relating arrangement of travel, boarding, lodging of official guests/visitors/speakers
4. Maintaining office infrastructure and other facilities in office and hostel spaces
5. Internal and external communication with various stakeholders

**Qualifications and skills required**

1. Graduation in relevant discipline.
2. Excellent knowledge of computer applications (MS office, Email application, Internet browsing)
3. Good spoken and written English
4. An interest and understanding of startup ecosystem

**Duration:** The position will have a contract of one year to begin with. Extendable based on performance.



## IIT Mandi Catalyst

A Section 8 Non-Profit Company  
iitmandicatalyst.in | 01905-267926  
IIT Mandi Campus, Himachal Pradesh-175005, India

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**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/QmRxqNbb>

**Last Date:** October 25<sup>th</sup>, 2020

### 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.

Since its inception in 2016-17, Catalyst has received over 1000 startup applications and supported about 109 of them. Currently, Catalyst has a portfolio of about 70 active 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. 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.



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**Website:** [www.iitmandicatalyst.in](http://www.iitmandicatalyst.in)

**Facebook:** <https://www.facebook.com/iitmandicatalyst/>,

**LinkedIn:** <https://www.linkedin.com/company/13298508/>

For any questions, email us at [iitmandicatalyst@gmail.com](mailto:iitmandicatalyst@gmail.com)

Read more about us on [iitmandicatalyst.in](http://iitmandicatalyst.in)