

Indian Institute of Technology Guwahati Technology Innovation and Development Foundation  
Assam, India, Pin – 781 039

Applications are invited for **Online Interview** for the project position of: **Administrative Assistant and Portfolio Manager** in a BIRAC sponsored project entitled “**Healthcare Bio-Entrepreneurship Ecosystem Encompassing Biomaterials, Industrial Biotechnology and Diagnostics**” at IIT Guwahati TIDF. The appointment will be for 11 months, may be extended based on fund availability and candidates performance.

**Last date for applying: 16<sup>th</sup> July 2024 (Tuesday)**

**Date and Time of Interview: Shortlisted candidates will be intimated via Email**

**Mode: Online**

Sl. No.	Project Staff Designation	Number of Vacancies	Pay Range (Rs.)	Duration of Appointment	Qualifications
01.	Administrative Assistant	01	30,000.00 (Consolidated)	11 months	B.Com/M.Com with 3 years of experience in accounting and taxation and must have tally knowledge. Preference to be given to candidates having PFMS knowledge.
02.	Portfolio Manager	01	83,000 (Consolidated)	11 months	MBA/M.Tech with 2-3 years of experience working in an incubator setting with start-ups. The candidate should have demonstrated experience in maintaining start-up portfolios and investment instruments.

**1. Administrative Assistant:**

**Desirable:**

- Good academic record.
- Knowledge of PFMS.
- Experience in handling procurement and custom clearances of scientific equipment.
- Preferably with 2 years of working experience in office administration of government institution, academia or industry.
- Knowledge of GFR rules

**Responsibilities:**

The AA will work for keeping all the checks and balances of the finances to be managed for the proposed BioNEST. He/She will work closely with CEO, Portfolio Manager and Chief Scientific Officer in arranging and managing the conferences, workshops, training programs, investor meets, and hackathons.

**2. Portfolio Manager:**

**Desirable:**

- The candidate should have worked extensively with start-ups and he or she should have experience in hand-holding start-ups from ideation to market entry.
- The candidate having experience in conducting Investor meet, Demo-days, Mentoring workshops will be preferred.
- The candidates having an in-depth understanding of investment instruments, CSR Fund

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Management, Innovation strategy in Business will be preferred.

**Responsibilities:**

The Portfolio Manager (PM) will manage the portfolio of the BioNEST supported start-ups and sustainability of the incubatee start-ups. The PM will work with start-ups and entrepreneurs to develop their products from idea to market ready stage. He/She must understand supply needs, DFM models and process and Lean Methodology. He/She should have good understanding and knowledge of different product design approaches Minimalistic, Agile. Etc. Further the PM will be responsible for arranging and managing the investor meets and bridging VCs and incubatee start-ups.

**How to apply and selection process:**

Interested candidates may mail their CV with mark sheets, certificates of educational qualifications and experiences (if any) along with copies of relevant documents to [bionest@iitgtidf.com](mailto:bionest@iitgtidf.com) on or before **16<sup>th</sup> July 2024** . The shortlisted candidates with academic qualification and experience will be intimated by email.

For any clarification, contact by e-mail: [bionest@iitgtidf.com](mailto:bionest@iitgtidf.com)

Selection will be based on the performance of the candidate in the interview.

The candidates who are already employed under Central/State Govt./ PSU/ Autonomous Bodies/ Private Organization etc. will have to submit a No-objection Certificate (NOC) from the concerned employer in advance or at the time of interview failing which the candidate will not be allowed to appear for an interview.

Advt. No: BioNEST/IITGTIDF/Recruitment/05, dated **04.07.2024**.

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4/7/24

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4/7/24

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