



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT – KERALA
[An Autonomous Institution under Govt. of Kerala]
IIITM-K, TECHNOPARK CAMPUS, THIRUVANANTHAPURAM 695 581 KERALA, INDIA
Phone: 0471-2700777, 2527567, Email: jobs@iiitmk.ac.in

No. IIITMK/0102/2022

15/12 /2022

REQUIRES

Indian Institute of Information Technology and Management – Kerala [IIITM-K] is a postgraduate autonomous academic institute established by the Government of Kerala. The institute is actively involved in postgraduate education, research, R&D in the areas of Information Technology. More information is available at www.iiitmk.ac.in

IIITM-K invites applications from eligible candidates for the following posts for its office at Maker Village, the largest electronic hardware incubator and ESDM facility in the country at Kochi. The appointment shall be on contract for a period of one year initially. This may be extendable to 2 years period subject to satisfactory performance. Contract is terminable with 30 days' notice period/salary from either side.

- 1. Designation** : **Chief Executive Officer**
- Job Code No.** : **CEO/122022/110**
- Educational Qualification** : Post-Graduation in Management (MBA/PGDBM/ PGDM-Full Time) from a recognized University/ Institute preferably with an engineering background or allied areas at the undergraduate/graduate level
- OR
- : Ph.D in Electronics or allied areas having research work and exposure related to Electronics/design/IT in Entrepreneurship/business development
- Experience** :
- For MBA/PGDBM/PGDM holders: 10 years of experience in Technology Industry/organization which at least 5 years should be as Head of a Division /senior managerial position in reputed organizations or startups.
 - For PhD holders: At least 8 years of post-PhD experience working on a commercial project or management organization or work from a recognized University/Lab, of which at least 3 years should be as Head of a Division /senior managerial position in reputed organizations or startups.
- Remuneration** : Consolidated emoluments of Rs.1,50,000/- (Rupees one lakh and Fifty Thousand only) per month. However, higher salary can be considered in highly deserving cases. TDS applicable will be deducted as per norms.



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Age : Not above 45 years as on 1st January 2023
Relaxation of Age limit is allowed for candidates belonging to reserved category.

Work Location : The candidate selected shall be posted at Technology Innovation Zone at Kinfra HiTech Park, Kalamassery, Cochin, the maker village unit of IIITM-K.

Skill Requirements

- Should have excellent managerial, communication and interpersonal skills.
- Should be a visionary and result oriented leader having initiatives & leadership qualities
- Should have handled business development responsibility independently
- Establish policies that promote company culture and vision.
- Should have proven ability to work with government, Entrepreneurs, media and gadgets
- Connections with industry bodies such as IESA & NASSCOM
- Track record in growing companies, preferably startups
- Track record in developing partnerships with large companies; working with global partners eg. crowdsourcing firms; running nationwide customer campaigns; creating and sustaining branding; running outreach campaigns to students and youth etc.
- Desirable to have a mix of national and international work experience
- Desirable that the candidate has experience as a founder of a startup
- Desirable that the candidate has an educational qualification in electronics or allied areas from a reputed university.

Roles & Responsibilities:

- The CEO in consultation with the Professor-in-Charge and Director shall develop a vision, strategy and business model to achieve the objectives of the Maker Village.
- The CEO will closely work with the Professor-in-charge and report to the Director and Program Management Group for implementation of strategy, review and plan for continuous improvement.
- The CEO must be proactive in building new relationships with startups, investors and funding agencies.
- The CEO will be required to provide overall strategic guidance, framing procedures, guidelines, best practices, etc., for coordination, consolidation, synergy and success of incubator(s) and incubated start-ups.
- The CEO should be hands-on in Business development activities.
- The CEO will be responsible for identifying and attracting suitable start-ups and entrepreneurs.
- The CEO will act as the “Chief Experimenter” and encourage start-up ventures to innovate, promote the culture of innovation, help them in converting ideas into



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products/ IPs and commercialization, create significant value for start-ups, investors and incubators.

- The CEO will be required to facilitate the growth of start-ups and help them become successful.
- The CEO will be required to liaison, develop and strengthen relationships with Govt. agencies, academia, other incubators, venture capitalists, angel/seed funding institutions in India and abroad for investing into the right start-ups, develop a strong cadre of mentors, service providers and other start-up ecosystem players as required.
- The CEO will be required to spearhead senior-level, strategic relationships with key stakeholders.
- The CEO must be an evangelist for the incubator in all forums and responsible to represent the company as required, including attendance of important functions, industry events and public meetings.
- The CEO will be responsible to create a team primarily involved in managing the project operations and investments, performing outreach and other promotional activities with the culture of entrepreneurship, openness and integrity and monitoring its functioning.
- The CEO will be responsible to plan and execute activities within the preapproved quarterly budget including verification and recommendation of the release of operating expense, ensuring proper implementation and strict monitoring of annual plans, budgets and targets.
- The CEO must be visionary to make the Maker Village self-sustainable.

2. Designation : Chief Operating Officer

Job Code No. : ESDM/122020/0063/002

Educational Qualification : B.Tech.

Candidates with Masters/Ph.D will be preferred

Experience :

- Minimum of 10 years in case of B.Tech Graduate. For Post Graduates, minimum experience should be 8 years and Ph.D. 5 years.
- They have at least 2 years of managing an Industrial/ Commercial/ R&D establish at a leadership position.

Remuneration : Consolidated emoluments of Rs.1,00,000/- (Rupees One Lakh Only) per month. TDS applicable will be deducted as per norms.

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Work Location : The candidate selected shall be posted at Technology Innovation Zone at Kinfra HiTech Park, Kalamassery, Cochin, the maker village unit of IIITM-K.

Skill Requirements

- Should have excellent communication skills.
- Should be able to understand operational issues in managing electronics labs, equipment purchase, and asset management
- Should have a clear understanding of operational issues in managing projects and managing people
- Should have proven ability to work with government, young people, media and gadgets
- Connections and active engagement with national and international funding agencies
- Track record in working with startups or on multidisciplinary projects
- Track record in writing grants and/or technical articles.
- Desirable that the candidate has an educational qualification in electronics or allied areas from a reputed university.
- Desirable experience of working in multiple countries and on multiple projects
- Design and implement business strategies, plans and procedures.
- Oversee daily operations and the work of executives in IT, gadget designs, Marketing, Finance etc.

Roles & Responsibilities:

- The COO in consultation with the Professor-in-Charge and Director shall develop operational plans for Maker Village.
- Create and manage a strong pipeline of founded projects including overseeing the projects from various Government agencies.
- The COO shall be responsible for ensuring the labs and equipment are fully functional, utilized and services offered to make it operations self – sustainable.
- He should initiate/participate in programs like sensitization, ideation and incubation.
- He should assist new entrepreneurs/start-ups to develop and grow through Incubation services like technology linkages, business mentoring, feasibility studies and market research, provide technology support through technology transfer.
- Help in go to market strategy and if required help in raising finances for the incubates through seed Fund, HN1 network, angel and VC funds.
- The COO shall oversee the day-to-day operations of the Incubator and motivate staff to accomplish their routine tasks.
- COO is expected to widen the existing network of mentors and other stakeholders in the startup ecosystem
- The COO shall develop various programs to generate income for its sustainability.



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- The incumbent is expected to keep track of the fund allocation and report project progress to the CEO and Professor-in-charge on time.
- The incumbent must communicate the vision, mission, goals and objectives and should come out with online and offline collateral for different contexts including website and social media content.

How to Apply:

Applications shall be submitted **on-line before 4:00 PM latest by 30th December, 2022**. The application can be had from www.iiitmk.ac.in/careers. Applications received thereafter shall not be entertained. The interview of shortlisted candidates will be held at IIITM-K, Technopark, Karyavattom PO, Thiruvananthapuram. The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated on mobile/email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.

OTHER TERMS & CONDITIONS

1. The candidate must ensure that he/she possesses the required qualifications and experience for the post and is within the age limit.
2. If the documents submitted by any candidate are found incorrect/false at the time of the interview, his/her candidature will stand cancelled. If any shortcomings are detected after appointment, his/her services are liable to be terminated.
4. IIITM-K has the right to reject the candidature of any candidate at any stage and the decision of IIITMK will be final.
5. IIITMK has the right to reject the entire selection/advertisement procedure at any stage and the decision of IIITMK shall be final in this regard.
6. No TA/DA shall be provided to the shortlisted candidates.
7. Selected candidate will be offered contractual appointment on the following terms & conditions:
 - a) He/She will be entitled to TA/ DA as per level 12, while on tour outside the Headquarters.
 - b) He/She will be entitled to leave as per the norms applicable to contract employees of the Institute.
 - c) He/She will be provided with laptop and net connections as per IIITMK rules.
 - d) IIITM-K reserves the right to revise the terms & conditions during the tenure of the contract.
 - e) He/She shall not be eligible and entitled for any other benefits unless and until decided by the appointing authority.
 - g) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in IIITMK.

Registrar