



No. IIITMK/0063/2020

17/12 /2020

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 the 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. : **ESDM/122020/0063/001**

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: 10-15 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: You have at least 8 years of post-PhD experience working on a commercial project or management organization or work from a recognized University/Lab

Remuneration

: Consolidated emoluments of Rs.1,25,000/- (Rupees one lakh, Twenty-five thousand only) per month. However, higher salary can be considered in highly deserving cases. TDS applicable will be deducted as per norms.

Age

: Not above 45 years as on 30.04.2021.

Age limit can be relaxed in highly deserving cases.



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.

Responsibilities

1. Accountability
 - a. CEO will be reporting to Professor in Charge on routine matters. In all other cases, CEO will be reporting to the Director through the Professor in charge. However, any decisions will be taken by the internal committee consisting of Professor-in-charge, registrar and Director of IIITMK and policies, strategies, directions and plans (business and otherwise) will be set or approved by the Program Management Group;
 - b. Inform the Program Management Group of all events within, or which reasonably should be within, his/her knowledge or awareness, which may or do have a material impact on the organization's activities or well-being;
 - c. Observe limitations of authority as set from time to time by IIITMK; and
 - d. There will be regular meeting in a fortnightly basis and consult with the Professor-in-charge on all such matters. Major decisions will be taken by the Internal Committee.



2. Leadership

- a. Provide a strong, clear leadership to the organization;
- b. ensure the organization's code of conduct/values is a living document, regularly updated, monitored and communicated with ongoing training provided;
- c. Provide internal leadership direction, goals and energy to the organization's personnel;
- d. Create and sustain a culture of innovation and enablement, underpinned by and expressing the values and philosophy of the organization;
- e. Monitor and interpret the external environment in order to continually position the organization in its markets to best advantage;
- f. Maintain awareness of political, governmental, business and industry components of the external environment, on a local, national and international level;
- g. Participate in appropriate business and professional associations, networks and activities relevant to the organization's interests;
- h. Ensure relationship building with external stakeholders.
- i. Setting up, maintaining and reviewing organizational structure, systems, policies, processes and procedures, in order to guide, support, inform, service and monitor the prime functions of the organization;
- j. Ensuring legal, ethical and professional practices and boundaries consistent with the organization's code of conduct/values are adhered to;
- k. Ensuring financial activities are managed within agreed budgets and informing the board in a timely manner should the CEO become aware of any material adverse movements to the budget;
- l. Ensuring effective and efficient functioning of the organization and all its operating divisions.
- m. Monitoring the progress of startups on a continued basis with a formal review to be organized every 6 months.
- n. Ensuring financial sustainability of operations and compliance with all the funding regulations.
- o. Ensuring regulatory compliance with state and central government rules.

3. Integrity

- a. Consistent with the IIITMK's code of conduct/values;
- b. In such a manner so as not to bring the organization into disrepute or disrespect.



2. **Designation** : **Chief Operating Officer**

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

Educational Qualification : Post-Graduation in Management (MBA/PGDBM/PGDM-Full Time) from a recognized University/Institute preferably with an electronics engineering background or allied areas at the undergraduate/graduate level OR

: An Engineering graduate with Ph. D from a recognized University/Institute related to Electronics/Design/IT or allied areas having research work and exposure in Entrepreneurship/business development

Experience :

- For MBA/PGDBM/PGDM holders: You have 8-10 years' experience in a senior managerial position working in reputed organizations or startups.
- For PhD holders: You have at least 5 years of post-PhD experience working on a commercial project or management organization or work from a recognized University/Lab

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

Age : Not above 42 years as on 30.04.2021.
Age limit can be relaxed in highly deserving cases.

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.

Responsibilities

1. Design and implement business strategies, plans and procedures
2. Set comprehensive goals for performance and growth
3. Establish policies that promote company culture and vision
4. Oversee daily operations of the company and the work of executives (IT, Electronic Designs, Marketing, Sales, Finance etc.)
5. Lead employees to encourage maximum performance and dedication
6. Evaluate performance by analyzing and interpreting data and metrics
7. Write and submit reports to the CEO in all matters of importance
8. Assist CEO in fundraising ventures
9. Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
10. Manage relationships with partners/vendors
11. Be the main liaison officer between IIITM-K and with finance department and Maker village.
12. Report to the CEO and professor-in-charge Maker Village on all operational issues facing Maker Village.
13. Assist CEO in organizing review meetings of the startups
14. Take the lead role in the preparation of grant applications for funding.
15. Attend weekly progress meetings and be the secretary to these meetings.

How to Apply:

Applications shall be submitted **on-line before 4pm latest by 8th January, 2021**. The application can be had from www.iiitm.ac.in/careers. Applications received thereafter shall not be entertained. The interview of shortlisted candidates will be held at IIITM-K, Technopark, Karyavattom PO, Trivandrum. 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.

**Sd/-
Director**