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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 post for its office at Maker Village, the largest electronic hardware incubator and ESDM facility in the country at Kochi. The appointment will be initially for a period of one year and is likely to be extended based on the performance.

Head of Business Development (1 Post)	<p>Description:</p> <p>This is marketing & sales leadership position in one of the foremost startup incubators in India. The incumbent have the opportunity to build strategies and grow the profile of Maker Village and its startups nationally and internationally. The ideal candidate will be a graduate from a top business school in India or abroad who is willing to leverage their skills and education to take up a leadership position.</p> <p>Qualification & Experience:</p> <p>MBA with a Bachelor's degree having at least 4 years of experience in sales and marketing especially in:</p> <p>1) sourcing external funds, startup incubator/accelerator, technology equipment rental, social media, product marketing of electronics hardware or event management Experience in marketing electronics equipment services and rentals will be an added advantage.</p> <p>2) digital marketing, startup incubator/accelerator, technology equipment rental, social media, product marketing of electronics hardware or event management. Excellent understanding of digital marketing concepts and best practices, experience with social media, Google tools and SEO/SEM and skills in analyzing market research and promotion planning.</p> <p>Ability to communicate well in English, Hindi and Malayalam will be desirable.</p> <p>Should preferably have exposure in commercial law aspects.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Manage overall marketing, partnership development and fund raising for Maker Village. 2. Building Strong brand awareness and increasing the Maker Village's market visibility including social visibility. 3. Strategize, develop and deliver market engagement activities such as events, exhibitions, conferences, seminars, webinars etc both offline and online to showcase Maker Village and its incubatees. 4. Build alliances & affiliations- with government institutions both at the Centre and State levels, industry associations such as CII, FICCI, ASSOCHAM, TiE as well as with angels, seed funds, CSR, VC firms etc 5. Explore and develop new business avenues for Maker Village and startups. 6. Stakeholder management- including partners, sponsors, mentors,
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	<p>corporates, startups, investors, and other critical stakeholders of the startup incubator ecosystem.</p> <p>7. Support fundraising for incubates at Maker Village from external investors and set up a deal flow for seed investments.</p> <p>8. Streamlining and strategizing steady content and market engagement activities across various channels.</p> <p>9. Deliver monthly reports on growth and engagement using analytical tools and adjust strategies accordingly.</p> <p>10. Work closely with CEO, CEO, other Business Development team members and program management team to deliver a smooth flow of the overall operations of the incubator</p> <p>Remuneration: Upto Rs. 70,000/- per month depending on the qualifications and relevant experience (consolidated).</p> <p>Age Limit: 40 yrs. as on date of notification.</p> <p>Location: Kochi, Kerala, India</p>
<p>Project Assistant (2 posts)</p>	<p>Description:</p> <p>This is a Project Assistant position in one of the foremost startup incubators in India. Maker Village is the largest electronic hardware incubator and ESDM facility in the country, which is a pioneering startup initiative of the Ministry of Electronics and Information Technology, Government of India with the Indian Institute of Information Technology, Trivandrum as the implementation agency and Kerala Startup Mission as the supporting partner.</p> <p>Qualification & Experience:</p> <p>The candidate shall hold graduation in any discipline and preferably with MBA Post Graduation degree (any specialization). Experience in start-up ecosystem desirable.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ● Responsible for Program execution activities, ● Interact & Communicate with Startups incubated under various schemes. ● Interact with Govt Stakeholders associated with the programs. ● Carry out all the documentation related to the project. ● Generate progress reports ● Update portals ● Attended review meetings. ● Schedule project review meetings with start-ups. <p>Perks and Benefits:</p> <ul style="list-style-type: none"> ● Experience of working in a dynamic start-up ecosystem. ● Opportunity to expand professional network. ● Gain new perspectives and access to the innovation lifecycle. ● Opportunity to interact with innovators, and other stakeholders. <p>Remuneration: Rs 15,000/- per month (consolidated)</p> <p>Age Limit: Up to 35 yrs. as on the date of notification.</p> <p>Location: Kochi, Kerala, India</p>



<p>Content Creator cum Social Media Handler (1 Post)</p>	<p><u>Description:</u> This is a Content Writer cum social media handling position in one of the foremost startup incubators in India. Maker Village is the largest electronic hardware incubator and ESDM facility in the country, which is a pioneering startup initiative of the Ministry of Electronics and Information Technology, Government of India with the Indian Institute of Information Technology, Trivandrum as the implementation agency and Kerala Startup Mission as the supporting partner. The ideal candidate will be a graduate from an Engineering College in India or abroad who is willing to leverage their skills and education to take up a Technical Intern position.</p> <p><u>Qualification & Experience</u></p> <ol style="list-style-type: none"> 1. Degree or Diploma in visual communication or any other design-related field. 2. Minimum 5 years of experience with a good portfolio. 3. The candidate should have experience in Designing graphic content, illustrations, and infographics and should have hands-on experience with design apps like Adobe Photoshop, Adobe Illustrator, CorelDRAW and other design software. 4. Knowledge of technologies including CSS3, JavaScript, HTML5 and WordPress. <p><u>Responsibilities:</u> The selected candidate shall be responsible for graphic design, digital content creation, web management including database and server integration, etc for creating the right kind of visibility for Maker Village.</p> <p><u>Perks and Benefits:</u></p> <ul style="list-style-type: none"> ● Experience of working in a dynamic start-up ecosystem. ● Opportunity to expand professional network ● Gain new perspectives and access to the innovation lifecycle. ● Opportunity to interact with innovators, and other stakeholders. <p><u>Remuneration:</u> Rs 25,000/- per month (consolidated)</p> <p><u>Age Limit:</u> 35 yrs. as on the date of notification.</p> <p><u>Location:</u> Kochi, Kerala, India</p>
<p>Assistant - Administration & Housekeeping (1 Post)</p>	<p><u>Description</u> This is an Assistant - Administration & Housekeeping position in one of the foremost startup incubators in India. Maker Village is the largest electronic hardware incubator and ESDM facility in the country, which is a pioneering startup initiative of the Ministry of Electronics and Information Technology, Government of India with Indian Institute of Information Technology, Trivandrum as the implementation agency and Kerala Startup Mission as the supporting partner</p> <p><u>Qualification & Experience</u></p> <p>The candidate shall hold a graduation degree in any discipline with 1-year experience in administration & housekeeping. OR The candidate shall hold a Plus Two with a minimum of 4 years of experience in administration & housekeeping and certificate course in data entry & office procedures. OR The candidate shall hold SSLC with a minimum of 6 years of experience in administration & housekeeping and a certificate course in data entry & office procedures.</p> <p><u>Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> ● Responsible for general administration activities



	<ul style="list-style-type: none"> ● Maintain office records, ● Maintain attendance, vehicle log sheet, ● Receipt & dispatches of official correspondence. ● Supporting day to day activities of Maker Village ● Maintenance of assets, ● Housekeeping ● Petty purchases. <p><u>Perks and Benefits</u></p> <ul style="list-style-type: none"> ● A good platform to learn about and contribute to the startup ecosystem ● Exposure to the office administration, event management ● Opportunity to expand professional network ● Gain new perspectives and access to the innovation lifecycle. ● Opportunity to interact with innovators, and other stakeholders. <p><u>Remuneration:</u> Rs. 15,000/- per month (Consolidated)</p> <p><u>Age Limit:</u> 45 yrs. as on the date of notification.</p> <p><u>Location:</u> Kochi, Kerala, India</p>
<p>Technical Intern Mechanical (1 post)</p>	<p><u>Description:</u></p> <p>This is a Technical Intern Mechanical position in one of the foremost startup incubators in India. Maker Village is the largest electronic hardware incubator and ESDM facility in the country, which is a pioneering startup initiative of the Ministry of Electronics and Information Technology, Government of India with the Indian Institute of Information Technology, Trivandrum as the implementation agency and Kerala Startup Mission as the supporting partner.</p> <p><u>Qualification & Experience:</u></p> <ul style="list-style-type: none"> ● The candidate shall be a 3-year diploma or 2-year ITI holder in Mechanical Engineering or allied courses with minimum of 60% marks or equivalent CGPA from a recognized University/Educational Institution ● Experience in 3 Axis VMC, 3D printers, Lathe machine, and Laser Cutter Machine is desirable. ● The ability to communicate well in English, Hindi, and Malayalam will be desirable. ● Should preferably have exposure in designing and manufacturing using computer numerical controls (CNC). <p><u>Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Support technical team for conducting the regular maintenance, programming and operation of the Haas 3 Axis VMC, 3D printers, Lathe machine and Laser Cutter Machine. 2. Support the technical documentation. 3. Daily update the operational status of equipment and execute Troubleshooting, repairing and calibration equipment under the supervision of the concerned officer.



	<p>4. Support technical team in providing services over the machine to companies.</p> <p>5. Support the purchase and installation of new equipment and modify current installations under the supervision of the Officer concerned and other related facilitation works.</p> <p><u>Perks and Benefits</u></p> <ul style="list-style-type: none"> ● Experience of working in a dynamic start-up ecosystem. ● Hands-on experience with advanced laboratory facilities having state of the art Vertical Machining Center, 3D Printers and industry leading equipment. ● Opportunity to expand professional network ● Exposure to the product development stages from designing to mass production ● Gain new perspectives and access to the innovation lifecycle. ● Opportunity to interact with innovators, and other stakeholders. ● Internship Experience Certificate at the end of the program. <p><u>Remuneration:</u> Unpaid for the first two months. Based on performance evaluation Rs. 5000/- per month (consolidated) for the next four months</p> <p><u>Age Limit:</u> 26 yrs. as on the date of notification</p> <p><u>Location:</u> Kochi, Kerala, India</p>
<p>Technical Intern Electronics (1 post)</p>	<p><u>Description:</u></p> <p>This is a Technical Intern (Electronics) position in one of the foremost startup incubators in India. Maker Village is the largest electronic hardware incubator and ESDM facility in the country, which is a pioneering startup initiative of the Ministry of Electronics and Information Technology, Government of India with Indian Institute of Information Technology, Trivandrum as the implementation agency and Kerala Startup Mission as the supporting partner.</p> <p><u>Qualification & Experience:</u></p> <ul style="list-style-type: none"> ● The candidate shall be a 3-year diploma or 2-year ITI holder in electronics or allied courses, with a minimum of 60% marks or equivalent CGPA from a recognized University/Educational Institution. ● Experience in the electronics lab or any DIY center is desirable. <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> ● Monitor the proper operation of electronics test and measurement equipment and laboratory; Monitor the distribution of development boards to start-ups. ● Support technical team for conducting the regular maintenance and operation of the mass production facility (SMT), 3D printer lab and electronics lab ● Support the technical documentation ● Daily update the operational status of equipment and execute troubleshooting, repairing, and calibration equipment under the supervision of the officer concerned ● Support technical team in providing services over the machine to companies ● Support the purchase and installation of new equipment and modify current installations under the supervision of the Officer concerned and other related facilitation works



Perks and Benefits

- Experience of working in a dynamic start-up ecosystem.
- Hands-on experience with advanced laboratory facilities having electronics test and measurement equipment, various development boards and robotic equipment
- Opportunity to expand professional network
- Exposure to the product development stages from designing to mass production
- Gain new perspectives and access to the innovation lifecycle.
- Opportunity to interact with innovators, and other stakeholders.
- Internship Experience Certificate at the end of the program.

Remuneration: Unpaid for the first two months. Based on performance evaluation Rs. 5000/- per month (consolidated) for the next four months

Age Limit: 26 yrs. as on the date of notification.

Location: Kochi, Kerala, India

How to Apply:

Applications shall be submitted online on or before **March 1, 2022**. The application can be had from www.iiitmk.ac.in/careers . Applications received thereafter shall not be entertained. The candidates must bring all original certificates/testimonials at the time of the 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 full-time contract appointment will be initially for a period of one year and may be extended based on the performance and requirements.
2. The candidate must ensure that he/she possesses the required qualifications and experience for the post.
3. If the documents submitted by any candidate are found incorrect/false at the time of the interview, his/her candidature will stand canceled. If any shortcomings are detected after the appointment, his/her services are liable to be terminated.
4. IIITMK 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 candidate

Registrar