



## PU – IIT Ropar Regional Accelerator for Holistic Innovations Foundation (PI-RAHI)

### Northern Region S&T Cluster

Established by the O/o PSA, Government of India,  
Technology Block, Panjab University, Sector-25,  
Chandigarh-160014 (India)  
CIN: U72100CH2024NPL045603

### Advertisement for Positions

Advt. No. : PI-RAHI/MI/2025/01

Dated: 18/12/2025

#### About PI-RAHI, Northern Region S&T Cluster

PU–IIT Ropar Regional Accelerator for Holistic Innovations Foundation (PI-RAHI), Northern Region Science & Technology Cluster, is the first regional Science and Technology cluster in India, established under the Office of the Principal Scientific Adviser to the Government of India, and set up on the recommendations of the Prime Minister’s Science, Technology and Innovation Advisory Council (PM-STIAC) to build an ‘Aatmanirbhar Bharat’ through S&T.

Anchored by Panjab University and IIT Ropar, PI-RAHI has been specifically created with the mandate of synergizing and strengthening science, technology and innovation ecosystems across Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, and Chandigarh. Through this mandate, PI-RAHI, a Section 8 company, has been working to address the unmet technological needs of research institutions, industry, government and civil society, and to create collaborative platforms for innovation.

The cluster is anchored at Panjab University Campus. The Cluster is focused on following five thematic areas:

- (i) Agriculture & Food Processing
- (ii) Indigenous Technology Development & Optimization
- (iii) Pharma/Healthcare & Medical Devices
- (iv) Waste Management and Waste to Wealth
- (v) Sustainable Mobility & Green Energy

The applications are invited for the following positions:

S. No.	Positions	No. of Vacancy
1	Project Manager	1
2	Assistant Project Manager	6
3	Executive Assistant	1
4	Junior Assistant (Accounts)	1
5	Multi-tasking Staff	2

## **1. Project Manager (01)**

### **Roles & Responsibilities**

- Plan, monitor and report on project timelines, deliverables and budgets.
- Responsible for gathering relevant information to design, prepare and submit grant proposals, and for preparing reports for ongoing projects.
- Develop and run the Incubation/Acceleration programs under the guidance of reporting officer.
- Coordinate with internal teams and external partners to ensure effective implementation of programs and initiatives.
- Build a strong network with academia, industry, entrepreneurs, and all other stakeholders.
- Demonstrate strong understanding of and access to the entrepreneurship ecosystem to provide high-quality mentorship support to entrepreneurs.
- Develop partnerships with corporate organizations to secure CSR funding for initiatives aligned with PI- RAHI's goals. Actively identify and apply for grants that support innovation and entrepreneurship in the region.
- Develop and execute strategies for outreach, scouting, evaluating, selection, and onboarding of high-quality, innovative startups.
- Lead social media strategy and digital campaigns to enhance PI-RAHI's visibility, brand and engagement, and generate creative content and communication plans to amplify startup stories and initiatives.
- Analyze financial statements, forecasts, and funding requirements of startups.
- Ensure that the accelerator program operates within legal and regulatory frameworks. Address legal issues and compliance matters as they arise.
- Manage the day-to-day interactions with the Incubatees and provide continued strategic guidance to entrepreneurs in areas such as business modeling, sales, marketing, financing, fundraising, overall strategy, operations etc.
- Track the progress and performance of startups in the program, identifying key metrics and milestones to measure their success.
- Establish avenues for generating revenues for the Cluster.
- Organize events such as workshops, seminars, conferences, meets, etc.

### **Minimum Qualifications, Skills and Experience**

- Master's degree in Science/Engineering/Management or an equivalent qualification. Preference to candidate with higher qualifications.
- Minimum 2 years of relevant experience (after Post-Graduation)
- Experience working with entrepreneurs, startups, incubators, or incubation consultancies. Previous experience in managing an accelerator program / SISF fund / any other Govt or corporate fund is highly desirable. Additionally, expertise in technology licensing, commercialization, development projects, or related fields is preferred.
- Strong financial literacy, with experience in fundraising, budgeting, and resource allocation.
- Possesses skills required to manage Incubator/Incubate relationships including structural and operational procedures.
- Requisite network in the entrepreneurial ecosystem.
- Evidence of strong organizational, interpersonal and communications skills.
- Awareness of legal and regulatory aspects relevant to the startup ecosystem
- Ability to work with diverse groups including businesses, entrepreneurs, major corporations, universities, the public and economic development organizations.

**Compensation, Tenure, and other details:**

- In the range of INR 10-12 Lakh annual CTC, depending on experience. The initial period of appointment will be one year, extendable based on performance.
- Age: less than 35 years. Age relaxation may be considered for candidates with higher qualifications and relevant experience.

**2. Assistant Project Manager (06)**

One in each of the five verticals: (i) Agriculture & Food Processing, (ii) Indigenous Technology Development & Optimization, (iii) Pharma/Healthcare & Medical Devices, (iv) Waste Management and Waste to Wealth, and (v) Sustainable Mobility & Green Energy and vi) Cross-Vertical / Innovation & Outreach

**Roles & Responsibilities**

- Assist in gathering specific information for preparing and submitting grant proposals, and in preparing reports for ongoing grants and projects.
- Support the planning, execution, and monitoring of specific projects/areas assigned to them, including cross-vertical initiatives.
- Assist in building and maintaining relationships with startups, mentors, investors, industry partners, and other stakeholders.
- Facilitate outreach activities, startup scouting, evaluation processes, and onboarding operations.
- Maintain records of startup performance, feedback, and engagement throughout the incubation lifecycle.
- Support the analysis of startup business models, financials, and pitch decks under the guidance of the reporting officer.
- Coordinate logistics and execution of events, workshops, seminars, conferences, and stakeholder meetings.
- Contribute to preparation of reports for internal management and external stakeholders (including grant-related reporting).
- Ensure proper documentation, compliance tracking, and communication with startups regarding program policies and deliverables.
- Aid in sourcing and applying for grants and CSR partnerships, aligned with PI-RAHI goals.
- Assist in social media and digital campaigns, creating content to enhance PI-RAHI's visibility and communicate startup initiatives effectively. Provide operational and administrative support for ongoing initiatives and special projects.
- Each Assistant Project Manager will be aligned to one thematic vertical among the five core verticals or to the cross-vertical innovation and outreach function, and will support a broad range of domain-specific activities, including but not limited to field-based interventions, technology validation and optimization, pilot demonstrations, stakeholder engagement, and the design and implementation of outreach, branding, and collaborative innovation initiatives across the cluster.

**Minimum Qualifications, Skills and Experience**

- Bachelor's degree in Science/Engineering or any domains related to the five verticals indicated for the positions. Preference to candidate with higher qualifications and experience
- Minimum 2 years of relevant experience (after Graduation) or 1 year of relevant experience (after Post Graduation)

- Experience in startups, incubators, accelerators, or project management. Exposure to government or corporate innovation programs is an added advantage.
- Relevant experience working with entrepreneurs, startups, incubators, or incubation consultancy. Previous experience in managing an accelerator program / SISF fund / any other Govt or corporate fund is highly desirable. Additionally, expertise in technology licensing, commercialization, development projects, or related fields is preferred.
- Strong organizational and time-management skills with attention to detail.
- Basic understanding of startup operations, business models, and financial analysis.
- Good communication and interpersonal skills for working with diverse stakeholders.
- Familiarity with the entrepreneurial ecosystem in India.
- Ability to handle multiple responsibilities in a dynamic environment.
- Awareness of compliance and regulatory aspects relevant to startups is desirable.

**Compensation, Tenure, and other details:**

- In the range of INR 6-8 Lakh annual CTC, depending on qualifications and experience. The initial period of appointment will be one year, extendable based on performance.
- Age: less than 30 years. Age relaxation may be considered for candidates with higher qualifications and relevant experience.

**3. Executive Assistant (01)**

**Roles & Responsibilities**

- Provide direct administrative support to the PI-RAHI's leadership by proactively managing their calendars, planning meetings, and creating and managing correspondence.
- Act as a point of contact and a communication hub between management, employees, and external parties.
- Support multiple projects by creating reports, documentation, and presentations.
- Handle confidential data, and create and update records and databases.
- Coordinate office activities, office supplies, and operations to ensure efficiency and compliance with company policies.
- Coordinate, prepare, and maintain indents and invoices for purchases.
- Perform other duties as required, as per the needs of the organization.
- Serve as a point of contact for internal and external stakeholders, addressing inquiries and providing information as needed.
- Prepare effective meeting minutes ,draft emails, presentation and reports.
- Demonstrate self-motivation, ability to work under pressure, and a high spirit of teamwork (working well both individually and as part of a team), with outstanding written and verbal communication skills.
- Arrange travel, accommodation and logistics.

**Minimum Qualifications, Skills and Experience**

- Bachelor's degree in Commerce/Humanities or any other relevant subject with minimum 2 years of relevant experience or Master's degree with at least 1 year of relevant experience
- Excellent organizational and time management skills.
- Strong verbal and written communication abilities.
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Skilled in calendar management, scheduling, and meeting coordination.
- Strong problem-solving and decision-making abilities.
- Experience in managing travel arrangements and logistics.

- Capable of drafting emails, reports, and official correspondence.
- Adept at prioritizing tasks and managing multiple deadlines.
- Professional demeanor with excellent interpersonal skills.
- Attention to detail and a high degree of accuracy in work.
- Ability to liaise effectively with internal teams and external stakeholders.
- Comfortable with virtual collaboration tools (e.g., Zoom, Teams).
- Proactive and resourceful in anticipating executive needs.

**Compensation, Tenure, and other details:**

- In the range of INR 4-6 Lakh annual CTC, depending on experience. The initial period of appointment will be one year, extendable based on performance.
- Age: less than 30 years. Age relaxation may be considered for candidates with higher qualifications and relevant experience.

**4. Junior Assistant (Accounts) (01)**

**Roles & Responsibilities**

- Recording, maintaining, and managing day-to-day financial transactions of the company.
- Coordinating, preparing, and maintaining purchase orders, invoices, and payment orders.
- Preparing financial statements, reports, utilization certificates, and Statements of Expenditure.
- Conducting reconciliation of banking transactions.
- Performing such other duties as required as per the needs of the company.
- The successful candidate will update all the financial data on the EAT Module and should be familiar with PFMS.
- Perform any other administrative tasks as required.

**Minimum Qualifications, Skills and Experience**

- Bachelor's degree in Commerce/Accounts with minimum 2 years of relevant experience or Master's degree in Management/Finance/Commerce/CFA(Inter) with at least 1 year of relevant experience. Experienced in Accounting Software(s) like Tally. ERP and EAT module on PFMS.
- Familiarity with GST regulations and purchase management.
- Recording financial transactions, managing spreadsheets, and maintaining accurate and organized financial records.
- Receiving, processing, and paying invoices, and managing expense reports.
- Performing bank reconciliations and resolving discrepancies.
- Assisting with the preparation of financial statements, budgets, and other reports.
- Compliance: Helping with tax filings and ensuring compliance with statutory regulations
- Good typing and computer skills, with proficiency in MS Office (Word, Excel).

**Compensation, Tenure, and other details:**

- In the range of INR 3-3.6 Lakh annual CTC, depending on experience. The initial period of appointment will be one year, extendable based on performance.
- **Age:** less than 35 years. Age relaxation may be considered for candidates with higher qualifications and relevant experience.

## **5. Multi-Tasking Staff (02)**

### **Roles & Responsibilities**

- Assist with various administrative tasks including data entry, filing, and document management to ensure efficient office operations.
- Ensure that the workspace is clean, organized, and well-maintained, adhering to health and safety standards.
- Provide logistical support for meetings, workshops, and events, including setup, coordination, and teardown of facilities.
- Support team members in executing projects by performing tasks and coordination of activities.
- Assist in the management of office supplies and equipment, ensuring adequate stock levels and timely reordering.

### **Minimum Qualifications, Skills and Experience**

- Matriculation; Higher qualification may be preferred. Candidate with experience in any organization will be preferred.
- Basic Knowledge of computer, printer, scanners and photocopier.
- Ability to multitask and adapt to changing priorities.
- Excellent communication skills and a team-oriented attitude.
- Ability to handle filing, photocopying, and document dispatch.
- Capable of managing office cleanliness and upkeep.
- Skilled in moving and arranging files, documents, and office supplies.
- Basic communication skills in English and Hindi/Punjabi.
- Honest, disciplined, and able to maintain confidentiality.
- Willing to assist in day-to-day office operations and support staff.
- Able to work independently and as part of a team.

### **Compensation, Tenure, and other details:**

- In the range of Rs. 2.5-3 Lakh annual CTC, depending on experience. The initial period of appointment will be one year, extendable based on performance.
- **Age:** less than 30 years. Further, suitable candidates may be given age relaxation

### **General Instructions:**

1. Location for all positions is Panjab University, Chandigarh.
2. All positions are Full-time (on contract), for duration of one year which may be extended further on the basis of performance.
3. One month notice in the first year and two month notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period.
4. The PI-RAHI reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, based on age, qualification, experience, etc.
5. The job may require travel within and outside the region as per project requirements.
6. The Cluster also reserves the right to reject any or all the applications without assigning any reasons.
7. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for a further recruitment process. No request in this regard will be entertained for review etc.
8. Shortlisted candidates will be informed of the further recruitment process through registered e-mails only.

9. The qualifications and age are relaxable at the discretion of the PI-RAHI for reasons to be recorded in writing, in the case of candidates otherwise well qualified.
10. The selected candidate will be expected to join within 15 days from the date of the offer of appointment.
11. A person working in Govt. Organizations/ Autonomous Bodies / PSUs etc., will be required to produce the 'No Objection Certificate (NOC)' before the interview or should send his/her application through the proper channel.

**Application Process:**

To streamline the process, please complete the **online application form and upload the Candidate Resume** to confirm your interest and specify the position you are applying for, using the following link: <https://forms.gle/V28sx1iqJiq5PHSh8>

Interested candidates may send their details in the above-mentioned Google form link on or before **2nd January, 2026**.

For any questions, please feel free to reach out on [coo@pi-rahi.com](mailto:coo@pi-rahi.com)