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

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 inviting applications for positions at PI-RAHI, Northern Region S&T Cluster

Advt No.: PI-RAHI/MI/Dec 2024/01   Dated: 13/12/2024

Last Date for Application: Dec 31, 2024

PU – IIT Ropar Regional Accelerator for Holistic Innovations (PI–RAHI), Northern Region S&T Cluster is a Section-8 company (Not-for-profit organization) jointly led by Panjab University and IIT Ropar under the aegis of the Office of the Principal Scientific Advisor (O/o PSA), Government of India. This cluster is anchored at Panjab University, Sector-25 campus. The Cluster aims to connect knowledge producers with knowledge consumers and end-users to enhance the regional industrial base's overall competitiveness, research, and innovation intensity, and resource utilization at par with the global industry. This is the first regional S&T cluster by the government of India and will take care the Punjab, Haryana, and Himachal Pradesh states, and J&K, and Chandigarh UTs.

The focus areas of PI – RAHI are:
 (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

Applications are invited for the following positions at PI-RAHI:

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

1. *Project Manager*

Location: Panjab University Campus – Chandigarh
No of Vacancies: 01 (One)
Nature: Full-time (on contract), for duration of one year which may be extended further on the basis of performance.
If you have a strong grasp of the entrepreneurial ecosystem and love working with visionary ideas, this is the perfect opportunity for you! Join us as a Project Manager and play a pivotal role in nurturing and scaling innovations.

Roles & Responsibilities
- Work closely with the CxO's and leadership to design, develop and run the Incubation/ Acceleration programs.
- Build strong network with the faculty, industry, entrepreneurs, and all other stakeholders.
- Develop and execute strategy for outreach, scouting, evaluating, selection, and onboarding of quality and innovative startups.
- Analyze financial statements, forecasts, and funding requirements of startup.
- Ensure that the accelerator program operates within legal and regulatory frameworks. Address legal issues and compliance matters as they arise.
- Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- Manage the day-to-day interaction with the Incubates 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 the startups in the program. Identify key metrics and milestones to measure their success.

- Organize events (workshops, seminars, conferences, meets, etc.)
- Responsible for gathering relevant information for any grant reporting and preparing and submitting grant reports where required
- Provide information for management reporting and prepare reports as necessary
- Perform as a liaison between the clients, businesses, and the incubator throughout the region.
- 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.
- Establish avenues for generating revenues for the Cluster

Minimum Skills and Qualifications
- Bachelor's degree in engineering, business administration, entrepreneurship, finance, or a related field with 4 years of relevant experience (Graduate) or 2 years of relevant experience (Post Graduate). Preference to candidate with higher qualifications and experience.
- 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 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. An initial period of appointment will be one years, extendable based on performance.
- **Age**: less than 35 years. Age relaxation may be considered for candidates with higher qualifications and relevant experience.
- **Separation condition:** 1 calendar month(s) notice in the first year and two calendar months' notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period.

2. Executive Assistant

Location: Panjab University Campus – Chandigarh
No of Vacancies: 01 (One)
Nature: Full-time (on contract), for duration of one year which may be extended further on the basis of performance.
Are you a super-organized multitasker with a knack for problem-solving?
If you thrive under pressure, are detail-oriented, an internet research pro, and have excellent people skills, we are looking for someone like you! Join us as an Executive Assistant and become the backbone of our dynamic team.

Roles & Responsibilities
- Provide direct administrative support to the office by managing the calendar, meeting planning, and creating and managing correspondence.
- Act as a point of contact and a communication hub between management, employees, and external parties.
- Supporting multiple projects by creating reports, documentation, and presentations.
- Handle confidential data. Create and update records and databases.
- Coordinating office activities, office supplies and operations to secure efficiency and compliance with company policies.
- Coordinating, preparing, and maintaining indents/invoices for purchase.
- Performing such other duties as required as per the needs of the company.
- Creating effective meeting minutes and formats for emails/presentation and reports
- Self-motivated, able to work under pressure and high spirit of teamwork (i.e. working well on an individual basis as well as part of the team. Outstanding written and verbal communication skills
- Arranging travel and accommodation for executives

Qualifications
- Bachelor's degree in science/engineering/commerce/Humanities with minimum 2 years of relevant experience or Master's degree with at least 1 year of relevant experience.

Compensation, Tenure, and other details:
- In the range of INR 4-6 Lakh annual CTC, depending on experience. An 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.
- **Separation condition:** 1 calendar months' notice in the first year and two calendar months' notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period.

3.   Web Designer

Location: Panjab University Campus – Chandigarh
No of Vacancies: 01 (One)
Nature: Full-time (on contract), for duration of one year which may be extended further on the basis of performance.
Passionate about web development and looking to make an impact? PI-RAHI is seeking a **talented Web Designer** to join our innovative team. If you are ready to create engaging and user-friendly web solutions, we want to hear from you.

Roles & Responsibilities

- **Website Development:** Design, develop, and maintain high-quality, responsive websites and web applications that align with user needs and organizational goals.
- **Collaboration:** Work closely with designers, product managers, and other stakeholders to create seamless and intuitive user experiences.
- **Optimization:** Optimize applications for maximum speed, scalability, and performance while ensuring high-quality graphics and interface elements.
- **Testing and Debugging:** Conduct thorough testing and debugging of applications to identify and resolve any issues promptly.
- **Documentation:** Maintain comprehensive documentation of code, processes, and system configurations to support ongoing maintenance and future development.
- **Technology Trends:** Stay informed about the latest industry trends, technologies, and best practices in web development to continuously enhance skills and contribute to innovation.

Qualifications
- Bachelor's degree in Computer Science, Engineering, or a related field with minimum 2 years relevant experience or Master's degree with at least 1 year of relevant experience.
- Proven experience in web development with proficiency in HTML, CSS, JavaScript, and relevant frameworks (e.g., React, Angular).
- Strong understanding of web design principles and UX/UI best practices.
- Excellent problem-solving and communication skills.

Compensation, Tenure, and other details:
- In the range of INR 4-6 Lakh annual CTC, depending on experience. An 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.
- **Separation condition:** 1 calendar months' notice in the first year and two calendar months' notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period

4. *Junior Assistant (Accounts)*

Location: Panjab University Campus – Chandigarh
No of Vacancies: 01 (One)
Nature: Full-time (on contract), for duration of one year which may be extended further on the basis of performance.

If you are meticulous, organized, and passionate about accounting, we would love for you to join us as a **Junior Assistant (Accounts)** and be the backbone of our financial operations.

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

- Bachelor's degree in commerce 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.

Essential Skills

- Experienced in Accounting Software(s) like Tally. ERP and EAT module on PFMS.
- Familiarity with GST regulations and purchase management.
- Good typing and computer skills, with proficiency in MS Office (Word, Excel).
- Strong organizational and multitasking abilities.
- Attention to detail and accuracy.
- Good communication and interpersonal skills.
- Excellent communication & Presentation skills
- Experience in the startup ecosystem is a plus

Compensation, Tenure, and other details:

- In the range of INR 3-3.6 Lakh annual CTC, depending on experience. An 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.
- **Separation condition:** 1 calendar month(s) notice in the first year and two calendar months' notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period.

5. Multi-Tasking Staff

Location: Panjab University Campus – Chandigarh
No of Vacancies: 01 (One)
Nature: Full-time (on contract), for duration of one year which may be extended further on the basis of performance.

Roles & Responsibilities

- **Administrative Support:** Assist with various administrative tasks including data entry, filing, and document management to ensure efficient office operations.
- **Maintenance:** Ensure that the workspace is clean, organized, and well-maintained, adhering to health and safety standards.
- **Logistical Coordination:** Provide logistical support for meetings, workshops, and events, including setup, coordination, and teardown of facilities.
- **Communication:** Serve as a point of contact for internal and external stakeholders, addressing inquiries and providing information as needed.
- **Project Assistance:** Support team members in executing projects by performing tasks such as report preparation, and coordination of activities.
- **Inventory Management:** Assist in the management of office supplies and equipment, ensuring adequate stock levels and timely reordering.
- Any work assigned by the superiors is also the responsibility of the employee.

Minimum Qualifications
- Matriculation; Higher qualification may be preferred. Candidate with experience in an organisation will be preferred.
- Basic Knowledge of computer
- Ability to multitask and adapt to changing priorities.
- Excellent communication skills and a team-oriented attitude.

Compensation, Tenure, and other details:
- In the range of Rs. 2.5-3 Lakh annual CTC, depending on experience. An 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
- **Separation condition:** 1 calendar months' notice in the first year and two calendar months' notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period.

Application Process

To streamline the process, please fill out the following **application form** to confirm your interest and specify the role you are applying for: https://forms.gle/QmUcfjn4KAYeELkT9

Interested candidates may send their details in the above-mentioned Google form link on or before Dec 31,2024

For any questions, please feel free to reach out on coo@pi-rahi.com

Note: Candidates who have previously applied for the positions are kindly requested to resubmit their applications through the Google Form link if they are interested in the available vacancies.
Applications submitted earlier will only be considered after submitting the details in the above-mentioned link.

General Instructions:
1. 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.
2. The Cluster also reserves the right to reject any or all the applications without assigning any reasons.
3. 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.
4. Shortlisted candidates will be informed of the further recruitment process through registered e-mails only.
5. The selected candidate will be expected to join within 15 days from the date of the Offer of appointment.
6. 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.