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**Recruitment Notification for
ESTABLISHED INCUBATION CENTRE (EIC)
UNDER
ATAL INNOVATION MISSION (AIM)
Indian Institute of Information Technology and Management Kerala
(EIC – IIITMK)**

IIITMK, an Institution under the Government of Kerala and registered as a Section 8 company with the Registrar of Companies, is actively involved in entrepreneurship, product development, and research in the area of electronics and IT. IIITMK is setting up the Established Incubation Centre (EIC) under the Atal Innovation Mission (AIM), a flagship initiative of NITI Aayog as per the guidelines issued by them, to support innovative startup enterprises in India. The Company is presently located at Technopark, Trivandrum.

For more information about IIITMK, please visit the website, www.iiitmk.ac.in

Applications are invited from eligible prospective candidates with the following qualifications and experience for the below-mentioned post for a period of a One-year contract for externally funded projects and extended further based on performance and project requirements.

How to apply

Details with regard to positions are provided as under. Applications along with the latest Curriculum Vitae for the above positions may be applied through the link given below

<https://forms.gle/WnYpNUygqYt9Vq3NA>

The last date for applying for the positions is 13.07.2026



(1) Chief Executive Officer (CEO)

Job Title	Chief Executive Officer (CEO)
Job Code	IIITMK/2026/EIC/CEO/001
Location of Posting	Thiruvananthapuram
No. of Posts	1
Overview	We are seeking a dynamic and accomplished professional to lead the operations of our Atal Incubation Centre, spearhead the execution of innovative incubation programs, and define strategic directions for sustainable long-term success. The ideal candidate will combine technical expertise, strong leadership skills, and entrepreneurial vision to transform early-stage startups into thriving growth-stage enterprises. This role requires a forward-thinking leader who can inspire teams, build impactful partnerships, and drive measurable outcomes in fostering innovation and entrepreneurship.
Key Responsibilities:	Strategic Leadership Develop and implement the strategic roadmap for the incubation center, ensuring alignment with the Governing Board's directives and establishing clear deliverables, timelines, and financial benchmarks. Steer the incubator toward becoming an independent, self-sustaining, and innovation-driven organization. Operational Excellence Oversee daily operations, resource allocation, and budgetary management of the incubation center. Establish efficient processes, governance frameworks, and performance guidelines to ensure the success of the incubator and its startups. Ecosystem Development Foster collaborations with national and international stakeholders to adopt and implement global best practices in incubation. Build strong partnerships with academia, research institutions, industry leaders, and funding organizations to create a robust and supportive startup ecosystem. Startup Support Guide early-stage startups toward scalability and growth by enabling access to prototyping facilities, test beds, markets, and pilot implementation opportunities.



	Build and lead a high-performing team with expertise in mentoring startups, developing business strategies, facilitating investments, and creating valuable networks. Sustainability and Innovation Drive initiatives to provide cutting-edge resources and support for startups, particularly in the electronics and semiconductor industries. Promote innovation and ensure startups are equipped with the tools, mentorship, and global connections needed to succeed.
Required Qualifications	Graduate or post-graduate or PhD in Business Administration/ Technology or related disciplines from a recognized national or international institution. Desirable An MBA part time/ full time from a recognized, accredited and reputed Institute/ University.
Work Experience	Essential: An individual with impeccable track record having minimum 10 years of overall experience in the industry, Start-ups (as Founder/ Co-Founder/ Managing Director/ Chairman) and/or an enabler of Start-up, Innovation and entrepreneurship ecosystem by virtue of managing/ leading reputed innovation and start-up promoting organizations/ incubators/ accelerators/ centres-of-excellence/ entrepreneurship development cells / mentoring organization etc., or its flagship programmes. OR A startup founder with a PhD and exceptional research record leading to product commercialization.
	The CEO in consultation with the Board of Directors, shall develop vision, strategy and business model to achieve the objectives of the Company. The CEO will closely work with the Board of Directors and report to the Board of Directors for the implementation of strategy, review and plan for continuous improvement. The CEO will be required to give direction to the Company primarily towards establishing it as a key player in incubation/ acceleration space which includes establishing world class incubator(s), strategy to build, execute and scale incubation programs, outreach activities, measure impacts, collaborate with the partners/ stakeholders of the start-up/ entrepreneurial



Job Description

ecosystem, etc.

The CEO will be required to provide overall strategic guidance, framing procedures, guidelines, best practices etc., for co-ordination, consolidation, synergy and success of incubator(s) and incubated start-ups.

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

The CEO will be required to facilitate the growth of start-up 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 be responsible to represent the company as required, including attendance of important functions, industry events and public meetings.

The CEO will be responsible for creating 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 monitor its functioning.

The CEO will be responsible to plan and execute activities within the pre-approved quarterly budget including verification and recommendation of release of operating expenses, ensure proper implementation and strict monitoring of annual plans, budgets and targets.



	The CEO will be responsible to direct the Finance team to prepare annual budgets, complete risk analysis on potential investments, and advise the Board of Directors with regard to investment risk and return. The CEO will be responsible for the Financial Statements of the Company and other compliance. The CEO will be responsible for presenting the company's progress and discussing the future plans in the Board meeting held on a periodic basis. The CEO must be a visionary to make the Company self-sustainable.
Desirable Skills and Overall Profile:	Applicants should have Business Acumen and eye for details. Applicants must be able to clearly demonstrate entrepreneurial skills and experience as an enabler for Start-ups/ Innovation ecosystem or in the role of an entrepreneur or start-up founder himself/ herself. Applicants with previous experience of leading an entrepreneurial and ambitious organization with demonstrable success shall be preferred. Applicants must have a detailed knowledge of all the domains and areas which constitute the start-up ecosystem. Applicants with previous experience of working at the senior level position collaborating with government departments/ agencies/ allied organizations/ Private sector/ venture Capitalists, along with demonstration of fundraising for non-profit organizations, shall be preferred. Applicants shall possess strong presentation, verbal and written communication skills. Applicants should be able to effectively manage internal and external stakeholders. Applicants must mandatorily have a clear understanding of local, national and global startup ecosystems.
Age limit	Maximum 45 years as of the notification date (relaxation for reserved categories)
Remuneration	Rs 1,50,000/- per month (consolidated)



(2) Program Manager

Job Title	Program Manager
Job Code	IIITMK/2026/EIC/PM/002
Location of Posting	Thiruvananthapuram
No. of Posts	1
Overview	IIITMK is seeking a dynamic and motivated Program Manager to support innovation-driven programs of EIC under Atal Innovation Mission. This role offers an opportunity to contribute to nation-building by fostering entrepreneurship, innovation, and job creation.
Key Responsibilities:	Oversees the execution, monitoring, and scaling of innovation initiatives. Responsibilities include driving Atal Tinkering Labs (ATL), Atal Incubation Centres (AIC), and startup challenges.
Required Qualifications	A Master's degree in science, technology, engineering, business, or public policy.
Work Experience	Expected 0-10 years of professional experience in startup incubation, venture building, or public sector innovation programs
Job Description / Responsibilities	Program Execution & Design: Developing and operationalizing strategic plans to foster a vibrant, collaborative innovation ecosystem within schools, universities, and industries. Stakeholder Management: Coordinating with government bodies, corporate partners, mentors, and startups to secure funding, build partnerships, and ensure smooth on-ground operations. Startup Mentorship: Assisting incubated startups with fundraising, infrastructure access, and business development. Monitoring & Evaluation: Establishing Key Performance Indicators (KPIs) to track the progress of beneficiaries, ensuring measurable, outcome-oriented results. Event & Capacity Building: Planning workshops, hackathons, training sessions, and challenges.
Desirable Skills and Overall Profile:	Strong project management capabilities, data-driven evaluation skills, and excellent communication and networking abilities
Age limit	Maximum 45 years as of the notification date (relaxation for reserved categories)
Remuneration	Rs 65,000/- per month (consolidated)



(3) Associate Program Manager

Job Title	Associate Program Manager
Job Code	IIITMK/2026/EIC/APM/003
Location of Posting	Thiruvananthapuram
No. of Posts	2
Overview	IIITMK is seeking a dynamic and motivated Associate Program Manager(s) to support innovation-driven programs of EIC under Atal Innovation Mission. This role offers an opportunity to contribute to nation-building by fostering entrepreneurship, innovation, and job creation.
Key Responsibilities:	Program Coordination: Assist in planning, implementing, and monitoring AIM initiatives. Stakeholder Engagement: Liaise with startups, incubators, schools, and government bodies to ensure smooth execution. Data Management: Collect, analyze, and report program data to track progress and impact. Event Support: Organize workshops, hackathons, and innovation challenges. Documentation: Prepare reports, presentations, and policy briefs for internal and external stakeholders.
Required Qualifications	A Bachelor's degree in science, technology, engineering, business, or public policy.
Work Experience	Expected 0-5 years of professional experience in startup incubation, venture building, or public sector innovation programs
Job Description	The Associate Program Manager will play a crucial role in supporting AIM's mission to promote innovation and entrepreneurship. The position involves operational management, stakeholder coordination, and program monitoring. Candidates should be passionate about innovation, adaptable to diverse environments, and capable of multitasking effectively.
Desirable Skills and Overall Profile:	Project Management: Ability to manage multiple initiatives simultaneously. Communication Skills: Strong written and verbal communication for stakeholder interaction. Analytical Skills: Competence in data analysis and reporting. Technical Proficiency: Familiarity with MS Office, project



	tracking tools, and digital platforms. Team Collaboration: Ability to work effectively in cross-functional teams. Adaptability: Flexibility to work in dynamic and evolving program environments.
Age limit	Maximum 45 years as of the notification date (relaxation for reserved categories)
Remuneration	Rs 55,000/- per month (consolidated)

(4) Assistant Manager (Operations)

Job Title	Assistant Manager Operations
Job Code	IIITMK/2026/EIC/AS/004
Location of Posting	Thiruvananthapuram
No. of Posts	1
Overview	We are seeking a detail-oriented and proactive Assistant Manager (Operations) to support our daily operations. The ideal candidate will play a vital role in ensuring smooth office functioning, assisting management, and coordinating administrative tasks with efficiency and professionalism.
	Daily Operations Management Oversee routine operational activities across departments (production, logistics, administration, procurement, customer service, or service delivery). Ensure timely throughput, on-time delivery, and adherence to quality standards. Act as the escalation point for operational interruptions and coordinate cross-functional resolution. Performance Monitoring Track and analyze Key Performance Indicators (KPIs) such as order accuracy, cycle time, downtime, cost-per-unit, and customer satisfaction. Prepare weekly/monthly performance reports for senior management. Process Improvement Identify inefficiencies and propose practical improvements.



Key Responsibilities:	Workforce Planning Manage scheduling, shift coordination, and staffing coverage. Handle time-off requests, overtime planning, and ensure adherence to labor budgets. Support recruitment, induction, and ongoing training of team members.
	Team Supervision Supervise, coach, and develop front-line supervisors and staff. Conduct performance reviews, corrective actions, and skills training. Promote a safety-first and customer-centric culture.
	Inventory & Vendor Management Oversee inventory control, replenishment, and cycle counts. Partner with supply chain/procurement to optimize stock levels. Coordinate vendor activities, monitor SLAs, and ensure contract compliance.
	Budget & Compliance Manage budgetary and cost-control activities. Ensure compliance with organizational policies and regulatory requirements.
	Required Qualifications
	Bachelor's or Master's in any discipline
Work Experience	Essential: 0-10 years' experience in a similar field
	Desirable: Experience in government service as clerical, administrative, or customer service roles
Job Description	The Assistant Manager will act as the backbone of the office, ensuring seamless coordination across departments. This role requires multitasking, prioritizing responsibilities, and maintaining confidentiality. The candidate should be adaptable, resourceful, and capable of handling a fast-paced environment.
	Organizational Skills: Ability to manage multiple tasks and deadlines. Communication Skills:



Skills	Strong verbal and written communication. Technical Proficiency: Familiarity with MS Office Suite, email systems, and scheduling tools. Problem-Solving: Quick thinking and effective decision-making. Interpersonal Skills: Professional demeanor and ability to work collaboratively.
Age limit	Maximum 45 years as of the notification date (relaxation for reserved categories)
Remuneration	Rs 40,000/- per month (consolidated)

(5) Lab Technician

Job Title	Lab Technician
Job Code	IIITMK/2026/EIC/AS/004
Location of Posting	Thiruvananthapuram
No. of Posts	1
Overview	We are seeking a detail-oriented and proactive Laboratory Technician to support the smooth functioning of laboratory operations. The ideal candidate will be responsible for assisting in lab activities, maintaining equipment and supplies, ensuring safety and compliance, and supporting technical and research teams in day-to-day laboratory work.
Key Responsibilities:	Laboratory Operations Assist in the preparation, setup, and maintenance of laboratory equipment, instruments, and work areas. Sample Handling: Collect, label, store, and process samples as per established procedures and safety guidelines. Equipment Maintenance Ensure proper cleaning, calibration, and basic troubleshooting of laboratory instruments and equipment. Inventory Management Maintain stock of chemicals, consumables, glassware, and laboratory supplies, and report shortages in a timely manner. Documentation Maintain accurate laboratory records, test logs, inventory registers, and other required documentation. Safety and Compliance: Follow laboratory safety protocols, waste disposal procedures, and institutional guidelines to ensure a safe working environment.



	Technical Support Assist faculty, researchers, students, or project teams during experiments, demonstrations, testing, and laboratory sessions. Housekeeping Ensure cleanliness, organization, and readiness of the laboratory for daily use.
Required Qualifications	B.Tech in Electronics/Mechatronics or B.Voc in Electronics Lab Technology
Work Experience	Essential: 0-5 years' experience in a similar field
Job Description	The lab technician will act as the backbone of the laboratory works including managing, documentation and maintenance of the laboratory.
Skills	Basic knowledge of laboratory procedures, equipment, and safety practices Ability to handle chemicals, samples, and instruments responsibly Good record-keeping and documentation skills Attention to detail and commitment to accuracy Ability to work independently and as part of a team Proactive attitude and willingness to support technical and research activities
Age limit	Maximum 45 years as of the notification date (relaxation for reserved categories)
Remuneration	Rs 35,000/- per month (consolidated)

OTHER TERMS & CONDITIONS

1. The full-time contract appointment will be initially for a period of one year. However, the term may be extended further based on the performance and project 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 cancelled. If any shortcomings are detected after the 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 IIITM-K will be final.

5. IIITM-K has the right to reject the entire selection/advertisement procedure at any stage and the decision of IIITM-K shall be final in this regard. Canvassing in any form will lead to disqualification.

6. No TA/DA shall be provided to the shortlisted candidates

7. All appointments are subject to the financial sanction from the funding authority

8. The positions will be re-advertised if sufficient high-quality applications are not received or selected as part of the selection process.

Director

