



# IIT PALAKKAD TECHNOLOGY IHUB FOUNDATION

(Incorporated under Section 8 of the Companies Act 2013)

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**Ref: IPTIF/HR/Adv/2025/008**

**8th September 2025**

**Palakkad**

## **Advertisement for the position of Program Executive/ Associate – Technologies / Entrepreneurship**

### **About NM-ICPS and TIH-ICS**

The Union Cabinet approved the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) to be implemented by DST with a total outlay of Rs.3660 crore for a period of five years. The Mission aims to create a strong foundation and a seamless ecosystem for CPS technologies by coordinating and integrating nationwide efforts encompassing knowledge generation, translation research, technology and product development, human resource development, innovation & commercialization standards and international collaborations. To this end, a TIH on Intelligent Collaborative System (TIH-ICS) has been established at Indian Institute of Technology Palakkad.

### **About IIT Palakkad**

Indian Institutes of Technology (IITs) are autonomous public institutions of national importance for higher education in engineering, science and technology. IIT Palakkad was announced by the Government of India in 2014, and began with a headstart in the very next academic year, 2015-16, with the support of IIT Madras. The academic program was launched by admitting students to the B. Tech. course in the disciplines of Civil Engineering, Computer Science & Engineering, Electrical Engineering and Mechanical Engineering. IIT Palakkad can already boast of a vibrant student and faculty community drawn from different parts of the country; it has truly emerged as a microcosm of India.

### **About the company**

IIT Palakkad has established IIT Palakkad Technology IHUB Foundation (IPTIF) as a section 8 company, to facilitate the Technology Innovation Hub on Intelligent Collaborative Systems (TIH-ICS) setup at IIT Palakkad by NM-ICPS coordinated by the DST, Govt. of India. TIH-ICS, through IPTIF, plans to attract potential and harness expertise available nationwide, thus fostering research innovation, world-class technology and product development. IPTIF also plans



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to build linkages with research institutes and labs within and outside India. One of the primary goals of this company is to work in close collaboration with the industry to deliver commercial technology and products, and build a vibrant innovation ecosystem by providing a reliable platform for technology-based start-ups and entrepreneurs.

## Job Description

### Position 1

**Position: Program Executive / Associate – Technologies**

**Nature:** Full-time, On-site

**Location:** Palakkad, Kerala

**Start Date:** Immediate

**Context & Role:** IPTIF over the past five years have supported multiple technology development projects, supported startups and entrepreneurship, conducted skill development programs and events and forged collaborations with National and International Organizations. IPTIF is emerging as a leader in the technology development, skill development and ensures product development facility eco-system in the locality.

IPTIF, being a young organization with a small team, has an entrepreneurial work culture and we require the successful candidate to be adaptive, flexible, ready to operate under tight deadlines and be a good team player with multi ability to strategize and work independently. The roles and responsibilities are described below.

### Key Responsibilities:

- Monitor and track technological progress of technology projects supported at academic institutions and startups through structured review sessions and site-visits along with mentors and technical experts.
- Create a strategy and process for receiving monthly updates from all the funded technology development projects
- Work closely with Senior Advisor Technology and Identify technical domain experts from academia and industry for supporting the technology development activities.
- Identify new IPs from projects, support in patent filing process and technology outlicensing process.



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- Continuously monitor the Technology Readiness Level (TRL) progress and maintain an updated sector-wise technology portfolio of IPTIF at various TRLs
- Coordinate periodic technical expert committee meetings, reviews, ensuring actionable feedback including fund releases are captured and implemented.
- Manage end-to-end execution of outsourced and commercial projects, including scope definition, timelines, resource allocation, and deliverables.
- Support startups in planning, prototyping, and scaling technology solutions. Connect IPTIF Facility team and IIT Faculties for designing, prototyping and testing
- Liaise with mentors, technical advisors, and partner organizations to facilitate knowledge transfer and technical guidance.
- Maintain detailed program documentation, including project progress reports, minutes of meetings, dashboards, and metrics.
- Conduct research on emerging technologies to inform incubator programs and startup strategies.
- Represent IPTIF at national and international technology events and workshops
- Assist in organizing technical workshops, webinars, and hackathons to enhance startup learning and exposure.

## **Qualifications & Skills:**

- Master's or Bachelor's degree in Engineering, or a related field.
- 1–3 years of experience in technology management, project coordination, or startup ecosystem support.
- Strong interest in emerging technology domains and understanding of software/hardware development processes, Technology Readiness Levels project management, and emerging technologies.
- Experience in managing outsourced and commercial technology projects end-to-end is a plus.
- Excellent organizational, analytical, interpersonal and communication skills.
- Ability to multitask, prioritize, and work in a fast-paced startup environment.
- Passion for technology innovation and startup growth.



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## **Position 2**

### **Position: Program Executive / Associate – Entrepreneurship**

**Nature:** Full-time, On-site

**Location:** Palakkad, Kerala

**Start Date:** Immediate

**Context & Role:** IPTIF over the past five years have supported multiple technology development projects, supported startups and entrepreneurship, conducted skill development programs and events and forged collaborations with National and International Organizations. IPTIF is emerging as a leader in the technology development, skill development and ensures product development facility eco-system in the locality encouraging entrepreneurship.

IPTIF, being a young organization with a small team, has an entrepreneurial work culture and we require the successful candidate to be adaptive, flexible, ready to operate under tight deadlines and be a good team player with multi ability to strategize and work independently. The roles and responsibilities are described below.

### **Program Executive/Associate - Entrepreneurship**

#### **Key Responsibilities:**

- End-to-end management of entrepreneurship programs, including ideathons/hackathons, grand challenges, incubation/accelerator, CSR-led initiatives and corporate innovation programs etc
- Plan and execute workshops, bootcamps, mentorship sessions, networking events, and demo days.
- Monitor startup progress across business development, fundraising, marketing, operations, and other key metrics.
- Facilitate mentorship interactions and follow-ups to ensure actionable guidance is implemented by startups.
- Track program KPIs, prepare reports, dashboards, and impact assessments for internal and external stakeholders.



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- Liaise with mentors, investors, corporate partners, and community organizations to strengthen program effectiveness.
- Conduct research on entrepreneurial trends, funding opportunities, and ecosystem developments.
- Independently draft proposals for entrepreneurship development and acceleration programs.
- Represent IPTIF at National and International Startup events
- Manage communications and documentation for all programs, including participant onboarding, resource allocation, and event logistics.
- Support the development and execution of CSR programs that promote entrepreneurship in underserved communities.
- Identify and address gaps in program design or delivery to maximize impact for startups and participants.

## **Qualifications & Skills:**

- Bachelor's/Master's degree in Engineering, Business, Management, Economics, Social Entrepreneurship, or a related field.
- 1–2 years of experience in program management, entrepreneurship support, or CSR initiatives or related fields.
- Strong understanding of business models, startup operations, fundraising, and entrepreneurial ecosystems.
- Excellent project management, organizational, and excellent written and spoken communication skills.
- Experience in monitoring program impact, reporting, and stakeholder management.
- Ability to multitask, work collaboratively, and adapt in a fast-paced environment.
- Passion for entrepreneurship, innovation, and community development.

## **Emoluments & other terms**

- Remuneration will be as per qualification and experience
- Duration of employment will be initially for **One year** with a scope of extensions subject to performance and fund availability.
- The selected candidate will have to work on-site at Palakkad and join at the earliest.



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## **Application process**

Interested candidates can apply: <https://forms.gle/YkZPH1e13QNfwSDe7>

Apply at the earliest: Closure of receiving the application will be with finding the right candidate.

For any further clarifications please send email to: [manager-hr@iptif.tech](mailto:manager-hr@iptif.tech)

IPTIF holds the right to stop receiving applications when we identify the right candidate.

Note: The title of the positions/ eligibility criteria/ skills required mentioned in the advertisements are tentative. IPTIF holds the right to modify any of the above notified terms / requirements, based on the received applications / suitability of the candidates and role requirements.

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