Tagore Centre for
Green Technology Business Incubation (TCGTBI)
Indian Institute of Engineering Science and Technology (IIEST), Shibpur

Supported by

National Science and Technology Entrepreneurship Development Board (NSTEDB)
Department of Science & Techmology, Government of India

17.06.2025

Tagore Centre for Green Technology Business Incubation (TCGTBI), IIEST- Shibpur

invites application for contractual post of **General Manager**.

Last date of submission of the complete Application is: **30.06.2025**.

Details of the **Job Description** and **Application Format** are given below :

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Job Description for the post of General Manager - TCGTBI

A. Designation of the Post :

General Manager – TCGTBI

B. Responsibilities :

The Incumbent will be completely responsible for leading the incubator operations in coordination with incubator tenants, the Host Institute, business service providers, prospective Funding Agencies other Incubator Community etc. Handling the mandates of Seed Fund Support under StartUp India Seed Fund Scheme.

The role of the post inter-alia would be from sensitising students of Host-Institute to providing business development assistance to incubator tenants while striving for making the Centre self-sufficient through internal resource generation within a reasonable time period. This would be inclusive (but not exhaustive) of the following:

1. Overall planning of the activities, resources, budgets and operations of the Incubator.
2. Pre-incubation: Screening of proposals, Intellectual Property landscaping, scrutiny of the proposals and recommending them to the next level for selecting incubates.
3. Incubation: Providing necessary hand-holding support to the registered incubates as per provision of the Centre.
4. Events and workshops: Plan and organise various workshops/events/webinars for the existing and potential Incubates, and execute the same with the help of team members within the available budget provisions.
5. Mentor Network: Develop the mentor network for the Incubator and work with them to make the Incubated venture successful.
6. Partnerships: Forge partnerships with other organizations for providing services to the incubates.
7. Marketing the Incubator: Be the face of the Incubator and actively promote it through various channels etc.
8. Building and Managing the Incubator team.
9. Prepare all required reports and maintain a comprehensive set of records on all tenant activity, client activity and staff involvement in the process of tenant recruitment.
10. Explore all possible avenues for revenue generation.
11. Integration of TCGTBI activities with IIC, IFC, IPR Cell, EDC etc. of the Institute
12. Reporting to Host Institution and Managing Committee of TCGTBI.

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C. Essential Qualification :

- Engineering Graduate or Master's in Science with a post-graduate degree in Business Management. Holding a Ph.D Degree in any relevant / allied field would be desirable.
- Minimum 10 Years of experience combining industry and academics. Prior experience of working at Incubation Centre at managerial level would be preferred.

D. Age:

- Not Exceeding 62 Years as on 1st January, 2025

E. Desirable Skill Set:

- Strong oral and written communication skills.
- Excellent interpersonal and organizational skills.
- Knowledge of business management principles.
- Evaluation of B-Plans and assessment of potential Intellectual property.
- The ability to work collaboratively with a variety of constituents and organizations as required.

F. Compensation :

Consolidated monthly remuneration would be Rs. 70,000/= Other perquisites (if any) would be as per norms adopted by TCGTBI authorities.

G. Tenure of Appointment :

Initially for one Year – may be extended at the discretion of TCGTBI authorities.

H. Nature of Appointment :

Contractual and tenure-based. The selected candidate would be required to join immediately.

Last date of submission of application: 30.06.2025

Authority reserves the right to reject any or all applications without assigning any reasons.

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Application Format for the post of General Manager - TCGTBI :

Application in plain paper to be made containing the following details in seriatim and to be sent through mail alongwith enclosures (in pdf format) to: **sec.tcgtbi@iiests.ac.in**

Hard copy of the same application and enclosures (signed by the applicant) is also required to be sent through Speed Post to :

Chief Coordinator, TCGTBI, C/O Department of Human Resource Management, Indian Institute of Engineering Science & Technology-Shibpur. P.O. Botanic Garden. Howrah, West Bengal. Pin – 711103.

Suggested contents of the Application (All information to be supported by authenticated documents, enclosed wherever possible):

a) Personal Information:

- Name, Permanent Address, Address for Communication, Mail ID, Mobile No, Date of Birth.
- Educational Qualification
- Employment / Self-employment history

b) Experience & skill-set (if any) in the following areas:

- Industry experience
- Teaching experience
- Research experience in relevant field, including publications
- Exposure in Entrepreneurship, Innovation, Incubation and IPR Management
- Any other information the applicant may like to share

c) List of Enclosures

Signature of the Applicant with Date