Birla Institute of Technology & Science, Pilani

Pilani Campus (**An Institution of Eminence**)

JOB DESCRIPTION

About BITS, Pilani	**Birla Institute of Technology & Science, Pilani** has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under **Section 3** of the **UGC Act 1956** and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry	Higher Education
Job Type	Regular
Post/Job Title	**Assistant Manager - Incubation & Entrepreneurship**
Reporting to	**CEO, Incubation & Entrepreneurship**
Will also work very close with	Heads/Program Manager of TBI, Dean/Associate Deans R&I, Tech Transfer Officer, Faculty Lead of New Venture Creation Course / Entrepreneurship Course, Head – IIC, Student Cells (CEL)
No of positions	**Two**
Job Location	**Pilani / Gurgaon / Jaipur**
Principal Responsibilities	• Help streamline the incubation and entrepreneurship activities at BITS Pilani for students, faculty, PhD Scholars by building integrated pathways and frameworks. • Support creation of the Unified branding of Incubation and Entrepreneurship • Implement a robust documentation and information systems. • Work with BITS incubators to create annual plans and targets. • Carry out various studies related to performance improvements of incubation program • Work with various offices to design and implement programs fueling innovation and entrepreneurship • Consolidate the incubation partner and vendor ecosystem at the institute level • Conduct analysis of various programs and collect feedback on programs. • Bring best practices from other institutions and organizations to enhance existing innovation frameworks • Design institute level training, workshops, and event calendar for incubation and entrepreneurship. • Set up periodic review of all Technology Business Incubators at BITS Pilani, including annual plan progress, compliances etc. • Lead periodic institute level BITS Pilani Innovation Committee meetings • Any other task as assigned by CEO, Incubation and Entrepreneurship
Qualification and Experience	• **Postgraduate** with **5 years** of relevant experience or **Graduate** with **15 years** of relevant experience, with at least 3 years of experience in an incubator. • Understanding of Niti Aayog Incubator Assessment Framework is a plus • Experience of working in a multi-stakeholder environment • Should not be above 40 years of age as of 1st February 2026 .
Other Skill and Ability Requirements	• Ability to work with minimum / abstract information. • Independent and Self Starter Attitude. • Strong & Demonstrated Excel, PowerPoint and Word Skills
Remuneration	Suitable candidate will be placed in **Level 9** with a minimum basic pay of **Rs. 53,100/-** per month plus DA and other benefits as per Institute Norms