

Advertisement for the Post of Senior Operations Manager and Senior Executive at MNIT Innovation and Incubation Centre (MIIC)

Adv. No.1/21.11.2025

MNIT Innovation and Incubation Centre (MIIC) Jaipur invites applications for the post of Senior Operations Manager and Senior Executive purely on contractual basis for an initial period of one year, extendable on a yearly basis, based on the performance of the incumbent. The following posts are purely on a contract basis to MIIC and the applicant will not have any claim to regularization with MNIT Jaipur.

Senior Operations Manager (Number of Vacancies: one)	Senior Executive (Number of Vacancies: one)
Eligibility Criteria	Eligibility Criteria
Education: First class MBA/PGDM preferably with degree in Engineering/Technology	Education: First class MBA/PGDM preferably with degree in Science and Technology
Experience: Minimum 10 years of work experience, with at least six years of experience in managing incubation centres, running entrepreneurship development- related activities, or holding a leadership role in innovation and start-up promoting organizations or institutions.	Experience: Minimum 2 years experience in managing incubation centres/running entrepreneurship development- related activities.
Skills: Leadership, project management, startup ecosystem knowledge, communication, networking, budgeting, and performance analysis.	Skills: Having strong communication and networking skills.
Desirable: One must have handled a minimum of 35 to 40 start-ups during his/her tenure. Applications with previous experience collaborating with government department/agencies/allied organizations/private sector, along with demonstration of fund raising for non-profit organizations shall be preferred for short listing.	Desirable: Applicants with previous experience of handling incubatees, managing & organizing various programs, drafting proposals and reports etc., shall be preferred for short listing.
Age Limit: Preferably not more than 60 years	Age Limit: Preferably not more than 40 years.
Salary: Rs.1.20 lakhs per month (exact salary to be decided by the selection committee as per the experience of incumbent).	Salary: Rs.0.45 lakhs per month (exact salary to be decided by the selection committee as per the experience of incumbent).
How to apply: The application form may be downloaded from the website http://miic.mnit.ac.in A copy of completed application is to be sent by mail to miic_admin@mnit.ac.in with soft copy of relevant documents to support the candidature and duly signed hard copy to be posted at the following address: Head and Secretary, MNIT Innovation and Incubation Centre (MIIC), Malaviya National Institute of Technology Jaipur, JLN Marg, Jaipur-302017 (Rajasthan)	
Last Date for submission of both soft and hard copies of application: 12.12.2025	

12. EMPLOYMENT HISTORY (in reverse chronological order)

Organization Name	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Nature of Job	Position held	Monthly emoluments	Reason(s) for Leaving

* Those who are in government job should apply through proper channel

13. List of startups handled during his/her tenure. This is only for the post of Senior Operations Manager. (Minimum 35 startups).

S.No.	Name of Startup	Domain	TRL (if available)	Status of Startup (Early Stage/ Groweth/Graduated)	Specific Support Provided

- Detailed list may be attached.

14. (a) Your plan as SENIOR OPERATIONS MANAGER (if selected) for the growth and success of MIIC (Write on a separate sheet in 150-200 words)

(b) Write about your specific skills/strength that shall support your candidature for the post SENIOR EXECUTIVE. Write on a separate sheet in 150-200 words.

15. Any other relevant information/achievements of the candidate related to the startup support. (Mandatory for Senior Operations Manager).

16. Reference of minimum two referees. Referees should be persons with or under whom, the candidate has worked, or who are familiar with the work of the candidate as sponsors, collaborators or clients:

Name:.....
Designation:.....
Address:.....
E-mail.....
Mobile No.....

Name:
Designation:.....
Address:.....
E-mail.....
Mobile No.....

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand, if at any time it is found that I have concealed any information or have given any incorrect data, my candidature/appointment may be cancelled/terminated without any notice or compensation.

Place:

Date:

(Signature of the Applicant) **

**** Only duly signed application shall be accepted**