



भारतीय सूचना प्रौद्योगिकी संस्थान, पुणे
Indian Institute of Information Technology, Pune
(An Institute of National Importance by an Act of Parliament)
Gat No - 5 & 6, Vill - Nanoli-Tarf Chakan, PO – Talegaon, Tah – Maval, Dist - Pune, Maharashtra – 410507

Advt. No.: IIITP/NT/Con/S&I/1/2026/ 2705

Dated: 11th August, 2026

ADVERTISEMENT FOR POSITIONS IN START-UP & INCUBATION CELL IN INSTITUTE

ENGAGEMENT OF CHIEF EXECUTIVE OFFICER, CHIEF INNOVATION OFFICER & MANAGER (INCUBATION & STRATEGY) - ON CONTRACT BASIS

1. INTRODUCTION & ABOUT IIIT PUNE

Indian Institute of Information Technology, Pune (IIITP) is an "Institution of National Importance" established by the Ministry of Education, Government of India. ***The Institute operates from its permanent campus located amidst the scenic foothills of the Western Ghats at Talegaon (Maval), Dist.- Pune, Maharashtra - 410507.***

IIIT Pune offers undergraduate (B.Tech.), postgraduate (M.Tech.), and doctoral (Ph.D.) programmes in emerging areas of engineering and technology. The Institute offers B.Tech. programmes in Computer Science & Engineering (CSE), Electronics & Communication Engineering (ECE), Artificial Intelligence & Data Science (AI & DS), Microelectronics & VLSI Design, and Cybersecurity; M.Tech. programmes in Artificial Intelligence (AI) and Internet of Things (IoT); and Ph.D. programmes in Computer Science & Engineering (CSE), Electronics & Communication Engineering (ECE), Applied Sciences & Humanities (ASH), and other emerging areas of technology and interdisciplinary research.

The institute is looking for dedicated and committed Indian nationals to fill up the following positions for its Startup & Incubation Centre:

- **Chief Executive Officer (CEO) – 01 Post**
- **Chief Innovation Officer (CIO) – 01 Post**
- **Manager (Incubation & Strategy) – 01 Post**

POSITION 1: CHIEF EXECUTIVE OFFICER (CEO)

A. Eligibility Criteria

Particulars	Details
Educational Qualification (Essential)	Master's Degree in any discipline, preferably in Engineering or Management, from a recognized University/Institute.
Professional Experience (Essential)	Minimum 10 years of professional experience in business administration or leadership, Proven track record in facilitating business development OR Mentoring start-ups OR strategic leadership within an incubation ecosystem
Upper Age Limit	55 years as on the date of publication of the advertisement.

B. Remuneration Structure

Monthly Consolidated Remuneration: ₹1,50,000/- per month

Note: Yearly appraisal and increment shall be performance based subject to approval of Competent Authority.

C. Tenure, Place of Posting & Leave

Particulars	Details
Tenure	This post is purely on contract basis and will be offered for a period of 3 years, extendable based on mutual agreement.
Place of Posting	IIIT Pune Campus, Talegaon, Maharashtra. Full-time engagement.
Leave Entitlement	Leave shall be governed by the rules of the Institute.
Official Travel Reimbursement	Reimbursement of official travel expenses shall be governed by the entitlement applicable to Group 'A' Officers (Level-11) of the Institute.
Medical Facilities	As per Institute's norms, subject to approval of Competent Authority.

D. Scope of Work / Roles & Responsibilities

Area	Roles & Responsibilities
I. Leadership & Strategic Management	- Developing long-term plans, business strategies, and internal policies under the guidance of the Competent Authority of Institute. - Creating systems for the identification, screening, and onboarding of innovative tech start-ups.
II. Ecosystem & Relationship Management	- Designing and implementing mentoring programs involving IIIT Pune faculty and global technical leaders. - Managing public relations, social media, and institutional branding to position IIIT Pune as a premier innovation hub.

	• Interfacing with Ministries, industry partners, and the IIIT Pune Board of Governors.
III. Financial Sustainability	• Fundraising: Identifying and securing grants, CSR funds, and external investments. • Revenue Generation: Developing self-sustaining revenue models for the incubator. • Fund Management: Oversight of seed fund deployment and managing equity in incubatee companies.

POSITION 2: CHIEF INNOVATION OFFICER (CIO)

A. Eligibility Criteria

Particulars	Details
Educational Qualification (Essential)	Master's Degree in any discipline, preferably in Engineering or Management, from a recognized University/Institute.
Professional Experience (Essential)	Minimum 8 years of professional experience in business administration or leadership, Proven track record in facilitating business development OR Mentoring start-ups OR strategic leadership within an incubation ecosystem
Upper Age Limit	50 years as on the date of publication of the advertisement.

B. Remuneration Structure

Monthly Consolidated Remuneration: ₹1,25,000/- per month

Note: Yearly appraisal and increment shall be performance based subject to approval of Competent Authority.

C. Tenure, Place of Posting & Leave

Particulars	Details
Tenure	This post is purely on contract basis and will be offered for a period of 3 years, extendable based on mutual agreement.
Place of Posting	IIIT Pune Campus, Talegaon, Maharashtra. Full-time engagement.
Leave Entitlement	Leave shall be governed by the rules of the Institute.
Official Travel Reimbursement	Reimbursement of official travel expenses shall be governed by the entitlement applicable to Group 'A' Officers (Level-10) of the Institute.
Medical Facilities	As per Institute's norms, subject to approval of Competent Authority.

D. Scope of Work / Roles & Responsibilities

Area	Roles & Responsibilities
I. Leadership & Strategic Management	• Develop long-term strategic plans, business models, and institutional policies under the operational direction of CEO & the Competent Authority of the Institute. • Establish systems and processes for identification, evaluation, selection, and onboarding of innovative technology start-ups.
II. Ecosystem & Relationship Management	• Design and implement structured mentoring programmes involving IIIT Pune faculty members, industry experts, entrepreneurs, and global technology leaders. • Manage institutional branding, public relations, digital outreach, and social media initiatives to position IIIT Pune as a leading innovation and entrepreneurship hub. • Coordinate with Central/State Ministries, Government agencies, industry partners, investors, and other stakeholders, and assist the CEO in preparing reports and presentations for the Board of Governors and other statutory bodies.
III. Financial Sustainability	• Fundraising: Identify and secure grants, CSR contributions, government funding, venture capital, and other external investments. • Revenue Generation: Develop and implement sustainable revenue-generation models for the incubator. • Fund Management: Oversee deployment of seed funds, monitor utilization, and manage equity participation in incubated start-up companies in accordance with applicable policies and regulations.

POSITION 3: MANAGER (INCUBATION & STRATEGY)

A. Eligibility Criteria

Particulars	Details
Educational Qualification (Essential)	Graduation in any discipline, preferably in Engineering or Management, from a recognized University/Institute.
Professional Experience (Essential)	• Minimum 05 years of professional experience. • At least 03 years of relevant experience in a start-up ecosystem, incubation centre, innovation hub, accelerator, or corporate strategy role.
Upper Age Limit	45 years as on the date of publication of the advertisement.

B. Remuneration Structure

Monthly Consolidated Remuneration: ₹80,000/- per month

Note: Yearly appraisal and increment shall be performance based subject to approval of Competent Authority.

C. Tenure, Place of Posting & Leave

Particulars	Details
Tenure	This post is purely on contract basis and will be offered for a period of 1 year (extended up to two years based on performance) and renewal based on satisfactory performance and approval of the Competent Authority.
Place of Posting	IIIT Pune Campus, Talegaon, Maharashtra. Full-time engagement.
Leave Entitlement	Leave shall be governed by the rules of the Institute.
Official Travel Reimbursement	Reimbursement of official travel expenses shall be governed by the entitlement applicable to Level-6 of the Institute.
Medical Facilities	As per Institute's norms, subject to approval of Competent Authority.

D. Scope of Work / Roles & Responsibilities

Area	Roles & Responsibilities
I. Strategic Planning & Execution	• Strategy Development: Assist the Chief Executive Officer (CEO) and Chief Innovation Officer (CIO) in formulating the long-term strategic roadmap, sustainability models, and annual action plans for the incubation centre. • Goal Alignment: Ensure that all incubation programmes and activities are aligned with the Vision, Mission, and strategic objectives of IIIT Pune. • Market Intelligence: Conduct market research and analyse emerging technology trends (Artificial Intelligence, Internet of Things, Cybersecurity, etc.) to identify strategic focus sectors and opportunities for new incubation cohorts.
II. Incubation Management	• Programme Design: Design, coordinate, and execute pre-incubation, incubation, acceleration, mentoring, and graduation programmes for start-ups. • Portfolio Monitoring: Track the progress, business milestones, and performance of incubated start-ups, identify operational challenges, and recommend strategic interventions, including business pivots where necessary. • Selection Process: Manage the complete start-up selection process, including application screening, evaluation of business proposals and pitch decks, coordination of selection committees, due diligence, and onboarding of selected start-ups.
III. Partnership & Ecosystem Building	• Industry Liaison: Establish and strengthen strategic partnerships with industry leaders, corporate organizations, government agencies, academic institutions, investors, and national/international incubation centres. • Corporate CSR Engagement: Prepare and coordinate proposals for Corporate Social Responsibility (CSR) funding, sponsored innovation programmes, and corporate innovation challenges. • Alumni Engagement: Leverage the IIIT Pune alumni network by engaging alumni as mentors, investors, domain experts, and strategic advisors to strengthen the incubation ecosystem.

3. PROCEDURE TO APPEAR FOR RECRUITMENT & SELECTION PROCESS

1. Candidates willing to apply for the post are requested to apply online through the Samarth Recruitment Portal by visiting the link: <https://iiitpnt.samarth.edu.in/>
- 2. *Candidates who have already applied for and appeared in the interview for these positions within the last three months need not to reapply for the same position against this advertisement.***
3. Candidates are not required to send hard copy of the application to the Institute.
4. The detailed advertisement and eligibility criteria are mentioned above. Applicants are advised to carefully read the eligibility requirements before applying.
5. Shortlisted candidates will be notified through email / website announcement. The selection process may include a written test and/or presentation, followed by a personal interview. The final results shall be announced through email to the selected candidates.
6. Candidates should produce all the original documents in respect of all the parameters filled in the form during scrutiny on the day of Interview. At the time of verification of documents, if documents are not as per Institute's criteria or originals are not presented then candidate will not be allowed to attend Interview / candidature shall be cancelled. Hiding information or submitting false information will lead to cancellation of the candidature at any stage of recruitment.
7. Application Fee:
 - For CEO & CIO: Rs. 2000 + 18% GST
 - For Manager: Rs. 1000 + 18% GST
8. Candidates are advised to fill in the information carefully on the application form. The institute will neither be responsible for any wrong information furnished by the candidate(s) nor accept any subsequent requests for making any corrections. The candidate(s) shall be solely responsible for the information filled in application form.
9. The candidates are required to have at least one working email and Mobile Number which will be used during the entire selection process for communication, if required.

4. GENERAL INFORMATION & INSTRUCTIONS

10. Consideration for Alternate / Lower Positions

If a candidate applying for a higher position is deemed suitable for a lower position based on eligibility, recommendations as per committee assessment, the Institute may, based on

its requirements and suitability may consider to offer such person to the lower position—subject to the candidate's consent, and approval from the Competent Authority.

For Example:

- CEO Applicants: May be considered for CIO or Manager (Incubation & Strategy)
- CIO Applicants: May be considered for Manager (Incubation & Strategy)

11. No TA/DA and/or Lodging/Boarding will be paid for attending the Interview OR Joining.
12. Any modification/correction/addition etc., if any, related to the Advertisement and/or related to the recruitment process will be uploaded on the Institute website only. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.
13. The date for determining the eligibility of candidates in every respect shall be the last date of filling in the application.
14. The Institute reserves the right to set higher norms than minimum while short listing considering the specific requirements of the Institute. Fulfillment of qualifications per-se does not entitle a candidate to be called for the selection process.
15. In case of any inadvertent mistake in the process of selection detected at any stage even after the issue of offer Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
16. The Institute may verify the antecedents and documents submitted by a candidate at the time of engagement or at any time during the tenure of the service. If fake documents or suppression of information is detected, services shall be terminated and legal action may be initiated.
17. The engagement is purely on a contractual basis. The engagement shall not confer any right, claim, or entitlement for regular appointment, absorption, or permanent employment against any sanctioned regular post of the Institute at any time.
18. The selected candidate(s) shall be required to execute an agreement with the Institute, before joining the assignment.
19. The Institute reserves the right to terminate the candidate any time with One Month Notice.
20. The selected candidate may resign from Institute's services by giving Institute three months' notice. The Director, IIIT Pune may for sufficient reasons either reduce this period or shall ask the candidate to continue till the end of the academic session in which the notice is served.

21. The Institute reserves the right to reject any/all application(s) and/or cancel the advertisement in whole or in part without citing any reason at any stage of processing.
22. In case of any dispute regarding the Recruitment Process, the decision of the Director, IIITP, shall be final. Legal jurisdiction shall be Pune, Maharashtra (India) only.
23. No claim for any services like PF, Pension, Gratuity, Seniority, Promotion etc. will be admissible.
24. Canvassing in any form or any attempt to influence the Recruitment Process whatsoever will lead to disqualification of candidature.
25. The last date for submission of applications **through online mode is 24th August, 2026.**
The tentative date of interview is **31st August, 2026.**
26. Interviews shall ordinarily be conducted in physical mode at the IIIT Pune campus, Pune, Maharashtra. However, requests for participation through online mode may be considered with the prior approval of the Competent Authority, subject to the requirements and arrangements of the Institute.
27. The selected candidate must formally join the Institute within 1 month from receiving the offer of selection or as approved by the Competent Authority of Institute.
28. Any queries or requests for clarification regarding this advertisement, including matters relating to payment of the application fee, may be sent by email to supdt.estt@iiitp.ac.in.

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