



ADVERTISEMENT No. Recruitment/IIT BBS Research and Entrepreneurship Park/2026/July

ADVERTISEMENT FOR RECRUITMENT OF PROJECT STAFF

DAY-NRLM Incubator Programme, Odisha

IIT Bhubaneswar Research and Entrepreneurship Park invite ONLINE applications from the interested candidates/eligible Indian Nationals for the following positions ON CONTRACT BASIS in collaboration with the Odisha Livelihoods Mission (OLM). These positions are purely temporary in nature. Details of the vacancy are given below:

Sl. No.	Position	No. of Posts	Compensation	Duration of Engagement
1	Business Manager	04	₹ 50,000/- per month consolidated + TA/DA on actual basis + Performance-Linked Incentive up to 40% of Gross Annual Salary	Initial appointment for 12 months; extendable annually based on satisfactory performance/KPI achievement, up to a total engagement period of 3 years
2	Project Assistant	02	₹ 25,000/- per month consolidated + TA/DA on actual basis + Performance-Linked Incentive up to 40% of Gross Annual Salary	Initial appointment for 12 months; extendable annually based on satisfactory performance/KPI achievement, up to a total engagement period of 3 years

Note: In addition to the consolidated monthly compensation indicated above, selected candidates shall be entitled to Travelling Allowance (TA) and Dearness Allowance (DA) on an actual basis for official/field travel, and a Performance-Linked Incentive of up to 40% of the Gross Annual Salary, based on achievement of individual and project KPIs, as per project norms.

1. Business Manager (04 Posts)

Eligibility Criteria (as per DAY-NRLM Guidelines for Supporting Growth-Oriented Micro Enterprises through Incubators):

- Post-Graduation in Business Management, Development Studies, Rural Management, Accounts, Economics, or related fields; OR a professional degree such as CA, ICWA, etc.
- Minimum three (3) years of experience in enterprise promotion/management in a functional area such as production, sales, or procurement.

- Preference will be given to candidates with sales experience and to candidates from premier institutions such as IRMA, IIMs, IITs, NITs, and other institutions of similar repute.
- Willingness to travel extensively within the State to provide hands-on mentoring support to approximately 60–75 enterprises.

Desirable: *Candidates holding higher qualifications, such as a PhD in relevant discipline, are also encouraged to apply.*

Key Responsibilities (indicative and not limited to):

- Hands-on mentoring and handholding support to selected growth-oriented SHG enterprises to help them achieve business and governance KPI targets on a monthly, quarterly, and annual basis.
- Support enterprises in preparing growth plans, accessing finance, market linkages, registrations/certifications, and capacity building.
- Coordinate with functional specialists and the Project Lead for technical support and reporting.

2. Project Assistant (02 Posts)

Eligibility Criteria:

- Minimum Qualification: Graduation in any discipline from a recognised university.
- Basic computer proficiency (MS Office, e-mail, internet) preferred.
- Prior experience in office administration/support functions will be an added advantage.

Key Responsibilities (indicative and not limited to):

- General office administration, documentation, and secretarial support to the Project team.
- Assistance in the maintenance of project records, correspondence, and MIS data entry.
- Coordination support for meetings, travel, and logistics of the project team.

General Terms and Conditions

- The engagement is purely on a contractual/project basis and is co-terminus with the DAY-NRLM Incubator Programme. It does not confer any right/claim for regular employment at IIT Bhubaneswar.
- Initial appointment will be for a period of 12 months, extendable annually (up to a maximum total engagement period of 3 years) based on satisfactory performance and achievement of KPIs, availability of funds and continuation of the project.
- Selection will be through screening of applications, followed by a personal interview/e-interview. Only shortlisted candidates will be called for an interview.
- Selected candidates shall be engaged strictly as per the qualification and eligibility norms prescribed under the DAY-NRLM Guidelines for Supporting Growth-Oriented Micro

Enterprises through Incubators, and their engagement is subject to approval by the Odisha Livelihoods Mission (OLM) prior to formal onboarding.

- Age, qualification, and experience will be reckoned as on the last date of submission of the application.
- Candidates already in regular employment must apply through the proper channel / submit a No Objection Certificate (NOC) from their present employer at the time of interview.
- Canvassing in any form will lead to disqualification.
- Competent Authority, IIT Bhubaneswar, reserves the right to modify/withdraw/cancel this advertisement, in part or in full, without assigning any reason.

How to Apply

Interested and eligible candidates may send their detailed CV along with a cover letter, self-attested copies of educational qualifications, experience certificates, and a recent passport-size photograph to **nrjena@iitbbs.ac.in** and **dsahoo@iitbbs.ac.in** with the subject line "Application for the post of Business Manager / Project Assistant – REP Incubator Programme", on or before August 06, 2026 (5.00 PM).

For any queries, please contact:

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