**ADVERTISEMENT No. Recruitment/IIT BBS Research and Entrepreneurship Park/2026/02**

# ADVERTISEMENT FOR RECRUITMENT OF PROJECT STAFF

## DAY-NRLM INCUBATOR PROGRAMME, ODISHA

IIT Bhubaneswar Research and Entrepreneurship Park, in collaboration with the Odisha Livelihoods Mission (OLM), invites applications from eligible Indian Nationals for the following positions on a contractual basis under the DAY-NRLM Incubator Programme for supporting growth-oriented micro-enterprises. The positions are purely temporary/project-based and co-terminus with the programme, subject to the availability of funds and continuation of the project.

| Sl. No. | Position | No. of Posts | Remuneration | Duration of Engagement |
|---|---|---|---|---|
| 1 | Project Lead – Full Time | 01 | Up to ₹10,00,000 per annum consolidated, subject to applicable project norms and approval | Initially 12 months; extendable annually up to 3 years based on performance, project requirements and availability of funds |
| 2 | Business Manager | 02 | Up to ₹12,00,000 per annum consolidated, subject to applicable project norms and approval | Initially 12 months; extendable annually up to 3 years based on performance, project requirements and availability of funds |

### 1. PROJECT LEAD – FULL TIME (01 POST)

**Eligibility Criteria**

1. Post-Graduation in Business Management, Development Studies, Rural Management, Accounts, Economics or related fields, or a professional qualification such as CA/ICWA or equivalent.
2. Minimum 12–15 years of relevant experience in setting up and/or managing a manufacturing/business enterprise, preferably in food processing, handicrafts or related sectors, with experience in a leadership position.
3. Demonstrated expertise in overall business operations, particularly sales, business development, accounts and enterprise management.
4. Experience of working with government programmes, development institutions, entrepreneurship/incubation programmes or rural enterprises will be desirable.
5. Candidates with extensive industry/business networks and stakeholder-management experience will be preferred.

**Key Responsibilities**

The indicative key responsibilities, not limited to, but include the following:

1. Provide overall direction and guidance to the incubation team.
2. Coordinate and supervise the work of Business Managers, Mentors and other project personnel.
3. Interface with OLM, government officials, industry experts, financial institutions and other key stakeholders.
4. Guide Business Managers in providing hands-on mentoring and support to incubated enterprises.
5. Facilitate enterprise growth through business development, technology access, market linkages, standardisation, finance and other appropriate interventions.
6. Review enterprise-level business and governance KPIs and ensure systematic monitoring of programme outcomes.
7. Guide preparation and implementation of enterprise growth plans.
8. Oversee the project MIS, reporting, documentation and knowledge products.
9. Coordinate challenge fund-related activities and other programme activities as required.
10. Participate in review meetings with OLM and other programme stakeholders.
11. Ensure timely implementation of programme activities and achievement of approved project targets.

## 2. BUSINESS MANAGER (02 POSTS)

**Eligibility Criteria**

1. Post-Graduation in Business Management, Development Studies, Rural Management, Accounts, Economics or related fields, or a professional qualification such as CA/ICWA or equivalent.
2. Minimum three (03) years of experience in enterprise promotion/management in a functional area such as production, sales, procurement, business development or related functions.
3. Preference may be given to candidates having experience in sales/business development.
4. Candidates from premier institutions such as IRMA, IIMs, IITs, NITs and other institutions of similar repute may be preferred.
5. Candidates must be willing to travel extensively within Odisha and provide hands-on mentoring and support to approximately 60–75 enterprises.
6. Higher relevant qualifications and experience may be considered.

**Key Responsibilities**

The indicative key responsibilities, not limited to, but include the following:

1. Provide hands-on mentoring and handholding support to growth-oriented SHG enterprises.
2. Assist enterprises in preparing and implementing business growth plans.

3. Support enterprises in improving sales, production, procurement, financial management and business processes.
4. Facilitate access to markets, finance, technology, registrations, certifications and other business-development services.
5. Monitor enterprise performance against approved monthly, quarterly and annual KPIs.
6. Identify enterprise-level gaps and facilitate appropriate technical/functional support.
7. Coordinate with Mentors, functional experts and the Project Lead.
8. Maintain enterprise-level records and contribute to project MIS and reporting.
9. Undertake extensive field visits and provide regular enterprise-level support.

## GENERAL TERMS AND CONDITIONS

1. The engagement is purely contractual/project-based and is co-terminus with the DAY-NRLM Incubator Programme. It shall not confer any right or claim for regular employment at IIT Bhubaneswar.
2. Initial engagement shall ordinarily be for 12 months, extendable annually up to a maximum period of three years, subject to satisfactory performance, achievement of approved KPIs, availability of funds and continuation of the programme.
3. The remuneration indicated above shall be subject to the applicable DAY-NRLM project norms, actuals-based reimbursement provisions and approval of the competent authority.
4. Selection shall be through screening of applications followed by a personal interview/e-interview. Only shortlisted candidates will be called for the interview.
5. Selected personnel shall be engaged in accordance with the qualification and experience requirements of the DAY-NRLM Incubator Guidelines and shall be subject to approval by OLM prior to formal onboarding.
6. Age, qualification and experience shall be reckoned as on the last date of submission of applications.
7. Candidates already in regular employment shall apply through proper channel/produce an NOC from their present employer at the appropriate stage of the selection process.
8. Canvassing in any form shall lead to disqualification.
9. Submission of an application does not confer any right to selection or engagement. Applications will be screened on the basis of the prescribed eligibility criteria, qualifications, relevant experience and supporting documents, and only shortlisted candidates will be called for the subsequent selection process.
10. IIT Bhubaneswar Research and Entrepreneurship Park reserves the right to modify, withdraw or cancel this advertisement, in part or in full, without assigning any reason.

## HOW TO APPLY

Eligible candidates are required to submit their applications **online only** through the prescribed Google Application Form available at https://www.iitbbs.ac.in/index.php/home/jobs/ Candidates are required to carefully fill in all the mandatory details and upload the prescribed documents/certificates in the specified format through the online application form. Candidates applying for the post of **Project Lead** or **Business Manager** should select the appropriate post in the application form and complete the corresponding application details.

Candidates are advised to ensure that all information furnished in the online application is complete, accurate and supported by documentary evidence wherever applicable. **Incomplete applications, applications without the required supporting documents, or applications submitted after the prescribed closing date and time may not be considered.** Candidates should not send applications or supporting documents through email or by post unless specifically requested by the IIT Bhubaneswar Research and Entrepreneurship Park.

Candidates are advised to retain a copy/screenshot of the submitted application and the acknowledgement/application number generated after successful submission for future reference.

**Application Link:** https://forms.gle/cYwhwMLajtRUrQ189
**Last Date and time for Submission:** 26th November 2026 & 11.59 PM, respectively.

## CONTACT

IIT Bhubaneswar Research and Entrepreneurship Park
IIT Bhubaneswar
Argul, Jatni, Odisha – 752051

Date: 06th November 2026.