

IISER Pune Campus, Dr. Homi Bhabha Road, Pashan, Pune – 411008  
[CIN:U73100PN2021NPL199577] | [www.quantech.org.in](http://www.quantech.org.in)

**ADVT NO: 63/2021**  
**(APPLY ON OR BEFORE OCTOBER 11, 2021)**

I-HUB Quantum Technology Foundation (I-HUB QTF) is a Section 8 company, established with an objective to set up a Technology Innovation Hub (TIH) in the Technology vertical 'Quantum Technologies (QT)' under National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) funded by Dept. of Science & Technology (DST). I-HUB QTF is hosted at IISER Pune Campus.

Online applications are invited from Indian nationals having excellent academic record and relevant work experience for the following position purely on temporary and contractual basis:

<b>Name of the Post</b>	<b>Chief Executive Officer (CEO)</b>
No. of posts	01 (One)
Monthly consolidated emoluments	Rs. 2,84,000/-
Name of the Project	I-Hub Quantum Technology Foundation (A Section 8 - Not for profit Company)
Funding Agency	National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) coordinated by the Department of Science and Technology, Govt. of India.
Minimum Educational Qualification and Experience	B. Tech. / B.E. with minimum 15 years' industry experience in Research & Development / Start-up. OR M.E./ M. Tech. with minimum 12 years of Industry experience in Research & Development / Start-up incubation. OR Ph.D. with more than 5 years Industry experience in Research & Development. Candidates with additional degree of MBA may be preferred.
Desirable	<ul style="list-style-type: none"> <li>• Minimum five years' work experience in technology business management, people management, training and competency development, marketing with special reference to product or technology development related to electronic systems design, optical systems design, electronic materials development, electronic device or process development will be desirable.</li> <li>• Experience of working in an entrepreneurial environment (e.g. an accelerator programme or start-up) or in an academic or research environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated ability in efficiently managing multiple, concurrent tasks;</li> <li>• Proven experience in providing high level administrative support;</li> <li>• Strong communication, relationship building and interpersonal skills;</li> <li>• Experience of recording detailed information (such as in a database) and producing simple reports with that information;</li> <li>• Strong IT skills and experience with widely used applications. Ability to deal with sensitive information in a confidential manner;</li> <li>• Ability to multitask, prioritize and deliver to deadlines;</li> <li>• Ability to work on own or be part of a team;</li> <li>• Ability to show initiative and management of own workload</li> <li>• Excellent oral and written skills;</li> <li>• Excellent interpersonal skills with the ability to deal with people at all level;</li> <li>• Knowledge of government and academic processes, intellectual property management, industry-academia collaboration and venture capital investment will be an added advantage.</li> </ul>
Job Requirements	<p>Incumbent is expected to:</p> <ul style="list-style-type: none"> <li>• Interface with the Board of the Directors and the Hub Governing Board.</li> <li>• Create a business plan, build and grow the Company in terms of organization, systems and processes, governance policies and financial resources;</li> <li>• Manage administration of projects and entrepreneurial activities;</li> <li>• Management of projects (and the associated project finance) being undertaken by the HUB Governing Body and its partners;</li> <li>• Designing and maintaining reporting templates, and keeping these updated from time to time as sound informative and decision-making support tool;</li> <li>• Designing robust systems;</li> <li>• Generating progress reports for stakeholders;</li> <li>• Facilitate support to the faculty, students, research collaborators in their day-to-day research requirements;</li> <li>• Identify opportunities for potential start-ups, companies to transfer technologies developed;</li> <li>• Manage research facilities of the Hub, in terms of logistics, procurement, maintenance and smooth operations;</li> <li>• Interface with IISER Pune and administration as well as outside agencies (government and non-government) for facilitating the company activities;</li> </ul>

	<ul style="list-style-type: none"> <li>• Generate resources through sponsorship, IP licensing and technology transfer with a view to make the Company financially self-sufficient in a defined period of time;</li> <li>• Maintenance and management of databases and contact lists to support engagement with the programme;</li> <li>• Diary management, organizing and minuting external and internal meetings and workshops, room bookings, supporting communications, ICT and events;</li> <li>• Hire and manage a competent team of professionals to assist the CEO in day to day activities;</li> <li>• Embody and demonstrate the following core values: Bold, Imaginative, Open, Dynamic and Collegial.</li> </ul>
Tenure of appointment	Initially for a period of 3 years which may be extended by another 2 years or curtailed, subject to performance of the incumbent and continuation of the project.
Age	Not more than 50 years as on closing date of advertisement.

### **HOW TO APPLY:**

Interested candidates should send the application by email in the prescribed format available below this advertisement by email (convert the application form and the CV into a single PDF file) addressed to [quantum.tech@iiserpune.ac.in](mailto:quantum.tech@iiserpune.ac.in) or before **October 11, 2021**. Please mention "Application for the post of Chief Executive Officer" in the subject line of the email.

List of candidates shortlisted for selection process with details of date & time will be put up on the institute website below this advertisement and the shortlisted candidates will be informed by e-mail only. Therefore, please mention active Mobile Number and Email ID in the application form.

Recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, and experience etc. will be collected and verified at an appropriate stage.

### **General Information / details about the post**

1. Appointment is purely temporary and will terminate automatically without any notice or compensation.
2. The appointed person shall have no claim of appointment / absorption in I-HUB QTF / Funding Agency.
3. The appointment of the applicant will be governed by the terms and conditions of the I-HUB QTF.
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. The prescribed educational qualifications & experience are the bare minimum and mere possession of same does not entitle candidates to be considered for the selection process. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to carry out the selection process for all the candidates. Based on the recommendations of the Screening Committee, the number of candidates to be called for the selection process may be restricted to a reasonable limit after taking into consideration qualification/s and experience/s over and above the minimum prescribed in

the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field at the time of applying.

6. Age relaxation commensurate with experience of the applicant may be considered for deserving candidates with the prior approval of the competent authority.
7. Relaxation in requirement of qualification and/or experience may be considered in case of exceptionally meritorious applicants with the prior approval of the competent authority.
8. In case, a selected candidate does not join or resigns after joining the post, waitlisted candidate/s may be offered the position.
9. No TA/DA will be admissible for appearing for the interview.
10. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
11. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

**Advt. No.: 63/2021/IISER-P/Rect.\_I-HUB-QTF/14.09.2021**

**PROMOTER**