

Recruitment Notice

Applications are invited from eligible candidates having excellent academic record and relevant work experience for the following positions on temporary and contractual basis at the I-HUB Quantum Technology Foundation (QTF). The I-HUB QTF is a section-8, not-for-profit company, funded by Department of Science and Technology (DST), Government of India under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) dedicated to development of quantum technologies and products. The I-HUB QTF is hosted and promoted by Indian Institute of Science, Education and Research (IISER), Pune.

Post code - 01	Senior Finance Officer
Number of Posts	1
Minimum Educational Qualifications & Experience	UG/PG in Commerce/Finance and qualified CA/ICWA with good academic record and five-year experience in Finance and Accounts in organizations preferably in Government /University /Autonomous or Academic Institution
Desirable	Sound knowledge of the Central Government Rules related to Finance and Accounts including preparation of Statement of Accounts, Budget Estimates, FR & SR, GFR, Audit of Accounts. Working experience in computerized accounting system and accounting software
Job requirement	Budgeting, management of funds, cash and banking operations, pay roll management, foreign exchange transactions, closing of annual books of accounts, statutory returns, etc.
Tenure of the appointment	Initially for a period of one year, extendable for a further period, subject to satisfactory performance of the incumbent and need for services
Consolidated emoluments per month	1, 20, 000 – 1, 50, 000
Age	Not more than 50 years Age relaxation may be considered for deserving retired government officials

Post code - 02	Business Development Manager
Number of Posts	1
Minimum Educational Qualifications & Experience	MBA or Undergraduate with postgraduate management degree or diploma with two-year experience of raising funds/investments for incubators/innovation ecosystems or small businesses Additional Skills: Excellent MS Office skills; Excellent Oral and Written Skills; Professional Communication Skills
Desirable	Startup or Idea Pitching or Demo day experience
Job requirement	To develop network with corporates and investing/venture capital organisations; pitch the hub activities and generate funds for the hub and related responsibilities
Tenure of the appointment	Initially for a period of one year, extendable for a further period, subject to satisfactory performance of the incumbent and need for services
Consolidated emoluments per month	80, 000 – 1, 20, 000
Age	Not more than 45 years

I-HUB QUANTUM TECHNOLOGY FOUNDATION

Dr. Homi Bhabha Road, NCL Colony, Pashan, Pune 411008, Maharashtra, India.

+91 20 2590 8647 | communications@quantech.org.in | www.quantech.org.

CIN: U73100PN2021NPL199577

Post code - 03	Operations Manager
Number of Posts	1
Minimum Educational Qualifications & Experience	UG/PG (preferably MBA) with two-year experience of managing a small to medium sized organisation
Desirable	Experience with innovation/incubator or entrepreneurship related organisations
Job requirement	To manage the operations of the innovation hub – day-to-day functioning of the hub, team management, project management, finance management and related responsibilities
Tenure of the appointment	Initially for a period of one year, extendable for a further period, subject to satisfactory performance of the incumbent and need for services
Consolidated emoluments per month	80, 000 – 1, 20, 000
Age	Not more than 45 years

Post code - 04	Analyst Content Development, Design, Web & Social Media Management
Number of Posts	1
Minimum Educational Qualifications & Experience	Postgraduate in Science (preferably Physics) with one-year experience of scientific communication, content development or experience in design of technical fliers/posters/brochures or website and social media content Specific Skills: Knowledge of design software, experience of handling/posting on social media accounts, IT experience
Desirable	Science event management experience
Job requirement	To develop and update content on the website and social media; Communications via email and other modes; Development of content for brochures/fliers for events and programs
Tenure of the appointment	Initially for a period of one year, extendable for a further period, subject to satisfactory performance of the incumbent and need for services
Consolidated emoluments per month	40, 000 – 50, 000
Age	Not more than 40 years

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Instructions

- 1) To apply for any of the posts, **please send ONLY by email a detailed CV with academic record and experience to jobs@quantech.org.in with the “Name of the post” in the subject line.**
- 2) **The last date of application is 17th July 2022.**
- 3) Shortlisted candidates will be intimated by email about the interview process.
- 4) The work-location for all the positions will be the I-HUB QTF office located within the premises of IISER, Pune.
- 5) The recruitment and appointment of the applicant will be governed by the terms and conditions of the I-HUB QTF policies.
- 6) The appointment is purely temporary and could terminate automatically without any notice or compensation on termination of the project.
- 7) The appointed person shall have no claim of appointment / absorption in Funding Agency or in IISER Pune.
- 8) The qualification prescribed should have been obtained from recognized Universities / Institutions.
- 9) The I-HUB QTF reserves the right to relax the eligibility criteria and number of intakes in exceptional cases.
- 10) Candidates applying for more than one post should apply separately for each post.
- 11) Mere eligibility for any advertised post will not vest any right on any candidate for being called for an interview. The decision of the I-HUB QTF in all matters will be the final.
- 12) In case, a selected candidate does not join or resigns within three months of joining the post, the waitlisted candidate/s may be offered the position.
- 13) No TA/DA will be admissible for appearing for the interview.
- 14) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 15) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.