NITJ Technology Business Incubator
2nd Floor, New Workshop Building,
National Institute of Technology, Jalandhar
GT Road Bye Pass, Jalandhar - 144008, Punjab

Advertisement for the Post of Chief Executive Officer (CEO), NITJ Technology Business Incubator

Advertisement No.: NITJTBI/CEO/2026/03 **Date: 02/11/2026**

NITJ Technology Business Incubator (NITJ TBI), established at Dr. B R Ambedkar National Institute of Technology Jalandhar invites applications from dynamic, visionary, and result-oriented professionals for the position of **Chief Executive Officer (CEO)** on a contractual basis.

Position Details:

Post	No. of Position	Consolidated Remuneration
Chief Executive Officer (CEO)	One	The Salary would be maximum consolidated amount of ₹1,50,000/- per month based on the qualification and experience of the selected candidate. Income Tax shall be deducted at source (TDS) as per applicable rules.

Nature of Appointment

The appointment shall be purely on a contractual basis initially for a period of **one year**, extendable annually based on performance and requirements of the Incubator.

Job Duties and Responsibilities

The CEO will be responsible, primarily for achieving the objectives and goals of the NITJ Technology Business Incubator in a sustainable and growth-oriented manner. he/she will be the prime interface for entrepreneurs and responsible for managing the operations, planning, marketing and development of NITJ TBI. This position requires a team player with proven leadership qualities, excellent marketing & organization skills with a professional attitude.

The CEO shall be responsible for the overall leadership, growth, and management of NITJ TBI, including but not limited to:

- Developing and implementing strategic plans for incubation and entrepreneurship development.
- Create Incubation plans and implement them, assist in writing business plans, keep track of the Incubation process, help the incubatees prepare proposals for getting funding etc.
- Marketing the Incubator and actively promote it through various channels
- Identifying, attracting, mentoring, and supporting startups and innovators.
- Building partnerships with industry, government agencies, investors, incubators, accelerators, and other ecosystem stakeholders.
- Facilitating access to funding through venture capitalists, angel investors, government schemes, and CSR initiatives.
- Managing incubation programs, startup support services, events, workshops, and outreach activities.
- Strengthening the mentor and expert network of the incubator.
- Ensuring compliance with guidelines of Government of India and other funding agencies.
- Managing financial resources, statutory requirements, and administrative functions of the Incubator.
- Promoting innovation, intellectual property creation, and technology commercialization.

- Coordinating with faculty, students, researchers, alumni, and industry partners to foster entrepreneurship.
- Preparing proposals, reports, utilization certificates, and other documents required by funding agencies and stakeholders.
- Undertaking any other responsibilities assigned by the Board of Directors/Governing Body of NITJ TBI.

Eligiblity Crieteria

Education	First Class MBA/PGDM/M.Tech/M.Sc./MS (Research), preferably with a degree in Science and Technology
Experience	Minimum 3 years' experience in managing incubation centres or running entrepreneurship development related activities
Desirable Skills	Strong communication and networking skills
Shortlisting Criteria	Preference shall be given to applicants having previous experience in handling incubatees, managing and organizing various programs, drafting proposals and reports, etc
Age Limit	Preferably not more than 45 years

Application Procedure

Interested candidates are required to submit the following documents through email at **tbi@nitj.ac.in** on or before **23rd November 2026 (5:00 PM)**:

1. Duly filled application form (prescribed format).
2. Detailed Curriculum Vitae (CV).
3. Self-attested copies of educational qualifications, experience certificates, and other supporting documents.
4. A brief strategic note (2–3 pages) outlining the candidate's vision and roadmap for the growth and sustainability of NITJ TBI.

All documents should be sent in a single email with the subject line:
"Application for the Post of CEO, NITJ TBI"

General Conditions

- Mere fulfillment of minimum eligibility criteria does not guarantee shortlisting.
- NITJ TBI reserves the right to restrict the number of candidates called for interview.
- The Institute/Incubator reserves the right to modify, cancel, or withdraw the advertisement without assigning any reason.
- No TA/DA shall be admissible for attending the interview/presentation.

Contact Information

NITJ Technology Business Incubator (NITJ TBI)
Dr. B R Ambedkar National Institute of Technology Jalandhar
GT Road Bypass, Jalandhar – 144008, Punjab
Email: tbi@nitj.ac.in
Phone: +91-8434524201

Sd/-
Vice-Chairman
NITJ Technology Business Incubator

NITJ Technology Business Incubator

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APPLICATION FORM

Space for recent passport size color photograph

Application for the post of .....

Advt. No.: ..... Dated .....

1. Name of Applicant :

2. Father's/Husband's Name :

3. Nationality :

4. Date of Birth :

5. Gender (Male/Female) :

6. Marital Status :

7. Current Position Hold :

8. Total Work Experience (as on closing date) : (years) (months)

9. Work Experience in Startup Ecosystem/ Projects (as on closing date) : (years) (months)

10. Aadhar No. (attach copy of Aadhar Card) :

11. Present Address :

PIN: .....

12. Email ID :

13. Contact No.: :

14. Educational Qualification (Attach requisite Certificates):

Exam Passed	Year of passing	Board/ University	Subjects	Percentage of marks

15. Professional Experience (Reverse Chronological order)

Name of the Firm/Organization	Designation	From Date	To Date	Salary Withdrawn per month (in Rs.)	Job role and experience gained

Please attach all necessary supporting documents along with the application for the claims made.

UNDERTAKING

I hereby declare that all the information furnished above is true, correct and complete to the best of my knowledge and belief.

Signature of the candidate

Date: .....

Place: .....