



National Institute of Technology, Tiruchirappalli- 15

Centre for Entrepreneurship Development and Incubation

(Established as Section 8 Company under Companies Act, 2013)

Tel: 0431 2504760, Email: cedi@nitt.edu Website: www.nitt.edu



NITT/CEDI/RECRUT/EXE/2024-25/E01

25th MARCH 2025

RECRUITMENT ADVERTISEMENT

The **Centre for Entrepreneurship Development and Incubation (CEDI)** the pioneer Incubator of NIT Tiruchirappalli invites applications from dynamic and passionate individuals for the position of **Incubation Executive**.

Position: Incubation Executive – 1 Position
Qualifications: <ul style="list-style-type: none">• Engineering or Management Degree (B.Sc/B.E./B.Tech/BBA/MBA or equivalent) from a recognized institution with excellent academic records• Preferably 1-2 years of relevant work experience in business incubation, startups, or entrepreneurship support activities or any corporate executive role• Proficiency in computer applications, presentation tools, and data analysis• Strong communication, coordination, and problem-solving skills
Responsibilities: <ul style="list-style-type: none">• Assist in incubation management activities(day to day) and support startup founders• Coordinate and execute entrepreneurship programs, events, and workshops,meetings• Conduct research and analysis to aid in strategic decision-making• Engage with industry experts, mentors, and investors for startup support• Assist in preparing reports, documentation, and grant applications• Manage communication and networking activities for startups and stakeholders
Package: Monthly Salary: Rs. 20,000/-
Duration: One year, with a probation period of 6 months
Requirements: <ul style="list-style-type: none">• Excellent English communication, writing and interpersonal skills• Strong analytical ,documentation,data management and problem-solving abilities• Ability to work effectively in a team and independently• Proficiency in relevant software applications and IT tools• Eagerness to learn and grow in a fast-paced startup environment• Excellent presentation and coordination skills
How to Apply: Interested candidates are requested to submit their Application, Resume/Biodata , along with self-attested copies of educational certificates, work experience proof, and relevant documents , to cedioffice@nitt.edu . Only shortlisted candidates will be contacted for further selection processes.
Subject line: Application for CEDI Incubation Executive – [Your Name]
Application Deadline: also Hard copy should be submitted on or before 21 st APRIL 2025

Join our dynamic team and gain valuable experience in the exciting field of incubation and entrepreneurship. Take the first step in your professional journey by joining CEDI NITT as an Incubation Executive!

Note: This is a one-year contract position with a probation period of six months. **No accommodation will be provided.**

For any further inquiries, please contact: cedioffice@nitt.edu, Website: www.nitt.edu

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CEDI(PI/Director)



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APPLICATION FORM



Incubation Executive		<i>Past passport size Photo</i>
1.	Name	
2.	Date of Birth	
3.	Gender	
4.	Age	
5.	Nationality	
6.	Father's Name	
7.	Communication address	
8.	Mobile Number	
9.	Valid Email ID	
10. Educational qualification with marks OGPA /Class /Grade		
	Bachelor's Degree & Subject	
	Master's Degree & Subject	
	MBA Degree & Specialization	
	Additional Qualifications (if any)	
11	Relevant Experience: (Documentary proof to be attached)	



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12	Experience: (Work / Teaching / Research) Mention No. of years in Institution / company where served.
13	Any Desirable qualifications /Certificates (Documentary proof to be attached): .
14	Awards /recognition
15	Present employment status (if working)
16	Any other details

Place:

Date:

Signature of the applicant

Enclosures: -

1. Filled Application
2. Two Passport Size Photos
3. Copy of Resume/Bio-Data
4. Copies of Degree Certificates (UG/PG/MBA)
5. Experience, Testimonials if any
6. Details of documents / exposure related to Innovation and entrepreneurship if any
7. Copy of Age Proof and Address AADHAR Proof

***Above documents should be self-attested.**

Application with enclosures to be send to Postal Address: -

To

**The Chief Executive Officer
Centre for Entrepreneurship Development and Incubation
National Institute of Technology – Tiruchirappalli
Tanjore Main Road, Thuvakudi
Tamil Nadu-620015**