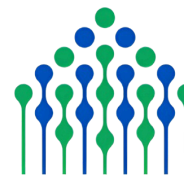


## Project Coordinator

### Assam State Incubation Program (ASIP)



IIT Guwahati  
Technology  
Incubation  
Centre

IIT Guwahati Technology Incubation Centre (IITG-TIC) invites applications for the position of Project Coordinator under the Assam State Incubation Program (ASIP), a flagship initiative aimed at strengthening the innovation and incubation ecosystem across colleges in Assam.

The selected candidate will play a key role in coordinating program activities, engaging with participating institutions and partners, monitoring progress, and supporting overall program implementation.

#### Key Responsibilities:

- Serve as the primary point of contact between IITG-TIC and participating institutions
- Coordinate program rollout across colleges, including innovation and incubation activities
- Schedule and follow up on meetings, reviews, and field engagements
- Monitor progress against program milestones and maintain tracking dashboards
- Liaise with implementation partners for effective program delivery
- Assist in documentation, reporting, and preparation of review materials
- Support organization of events, workshops, exposure visits, and review meetings
- Ensure timely communication and resolution of issues across stakeholders

#### Eligibility Criteria:

- Preferably a Junior Research Fellow (JRF) or PhD Scholar at IIT Guwahati
- Strong coordination, communication, and interpersonal skills
- Good analytical and documentation abilities
- Proficiency in MS Office/Google Workspace and basic data management
- Ability to work independently and manage multiple stakeholders
- Prior experience in program management, incubation, or startup ecosystem will be an added advantage.
- Willingness to travel as per program requirements.

#### Compensation:

Salary will be competitive and based on the candidate's profile, experience, and qualifications, in line with IITG-TIC norms

This is a contractual position for an initial period of one year, extendable based on performance and program requirements

Interested candidates are requested to apply by completing the application form at the link below on or before 15th March 2026 : <https://forms.gle/2T3hQPN4XFq4mwXk6>



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