



Indian Institute of Management Lucknow
SIDBI Centre for Innovation in Financial Inclusion (SCIFI)

Recruitment Notice

Senior manager (one post);
Manager (one post);

SIDBI Centre for Innovations in Financial Inclusion (SCIFI) aims to unlock entrepreneurial potential and turn innovative ideas into products. SCIFI, IIM, Lucknow will focus on the following areas of entrepreneurial efforts:

- FinTech/ Financial Services; Agri Tech/ Agri Business; Rural Livelihood; Women Empowerment

The key activities of IIML – SCIFI include:

- Incubation of rural enterprises and start-ups with social impact potential
- Capacity building workshops and trainings for entrepreneurs
- Assistance in structuring the business and business models through long term handholding

To pursue its objective IIMLSCI-FI is looking for a Senior Manager who will be responsible for leading its various activities and initiatives. SCIFI is also looking for Manager who will assist the Senior Manager to perform the various activities. The indicative job description of the Senior Manager will include (but not limited to):

1. Planning, operations and management of the centre
2. Conducting thematic workshops/conferences/hackathons etc.
3. Pre-incubation and incubation assessment activities
4. Collaborating with external institutions, other multi-lateral donor agencies etc.
5. Develop and manage mentor network and partnerships
6. Facilitating the incubation process for the start-ups
7. Marketing the incubator and create business network and investors for start-ups

Educational Qualifications:

1. Essential: The candidate should be a full-time MBA or equivalent from a reputed Institute/University
2. Additional qualification in the relevant areas such as Entrepreneurship, Project Management, Agribusiness, Rural Livelihood, etc., will be an advantage.

Experience: The candidate should have minimum 5-years of relevant work experience in the areas of Innovation/ Incubation/ Start Up Eco-system/ business development or related fields. Excellent written and oral communication skill in English is a must.

The consolidated salary would be in between Rs. 50,000 to Rs. 70,000 per month for Senior Manager and in between Rs. 35,000 to Rs. 40,000 per month for Manager. The actual salary would be commensurate with qualification and experience of the candidate.

These are contractual, full-time positions based at IIM Lucknow.

Please email your application indicating the post applied for, with detailed C.V within 15 days of publication of this advertisement to scifi@iiml.ac.in.



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Recruitment Notice for Project Associate

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- Assistance in structuring the business and business models through long term handholding

To pursue its objective IIMLSCI-FI is looking for a Project Associate who will be responsible for office administration infrastructure routine documentation and accounting processes along with liaison with IIM departments. The indicative job description of the Project Associate will include (but not limited to):

1. Office Administration including routine office functions and processes ensuring smooth day to day operations.
2. Ensuring timely maintenance and upkeep of office infrastructure including repair and modifications as and when required following IIML procedures.
3. Adherence to the institutional documentation norms and approval processes and ensuring proper filing labelling and availability of all records at all times.
4. Updating of accounting records as per laid down procedure and compilation of reports on required basis.
5. Liaison with IIM departments at Lucknow and Noida.
6. Timely despatch of correspondence and follow ups till completion of tasks.
7. Travel related bookings and arrangements.
8. Arrangements and coordination related to events and meetings.
9. Any other responsibility delegated by Senior Manager and Manager SCIFI.

Qualifications

Essential:

1. The candidate should have a Post Graduate degree.
2. Should have working knowledge of computer and common applications including internet and emailing.
3. Good communication skills.

Desirable:

4. 1 year of relevant work experience.
5. Knowledge of English & Hindi typing and drafting.

Compensation

The position is a full time contractual appointment with a consolidated salary in the range of Rs. 20,000/- to Rs. 25000/- per month. Please email your application indicating the post applied for, with detailed C.V within 15 days of publication of this advertisement to scifi@iiml.ac.in.