

Recruitment of Lab Assistant for JNTUH Technology Business Incubator (JTBI)

JNTUH Technology Business Incubator (JTBI), a Section 8 Company established to promote innovation, entrepreneurship, technology commercialization and startup incubation, has witnessed significant growth in its activities, including incubation services, government-funded projects, industry collaborations, training programmes, financial management and administrative operations.

With the expansion of programmes under the Department of Science and Technology (DST), Ministry of MSME, AICTE, Government of Telangana and other funding agencies, the volume of administrative work has increased considerably. The existing manpower is primarily engaged in programme implementation and project execution, resulting in limited administrative support for day-to-day office operations.

Vacancy Details

Particular	Details
Position	Lab Assistant
Number of Positions	One (01)
Nature of Appointment	Contractual
Initial Tenure	One Year (extendable based on performance and organisational requirements)
Reporting To	Chief Executive Officer (CEO), JTBI
Place of Posting	JTBI, JNTUH Campus, Hyderabad

Educational Qualification

- 10th / ITI / Diploma or equivalent Bachelor's Degree in any discipline from a recognized University. (Engineers not eligible)

Desirable Qualifications

- Knowledge of MS Office, Google workspace
- Good communication skills in English and Telugu.
- Familiarity with Government office procedures and documentation.

Experience

- Minimum 1–3 years of experience in office administration, front office, secretarial support or related functions.
- Experience in academic institutions, incubation centres, Section 8 companies, Government organisations or startups is desirable.

Compensation

Salary INR 15000-20000 per month (taxes deducted as applicable)

Recruitment Process

The recruitment shall be undertaken through a transparent and merit-based process consisting of:

- Public advertisement through the JTBI website and other suitable platforms.
- Screening and shortlisting of applications.
- Written test and/or skill assessment, if required.
- Personal interview by a duly constituted Selection Committee.
- Approval by the Competent Authority

Job Description (JD)**Roles and Responsibilities****Lab Assistant:**

- Operate and manage Additive Manufacturing machines such as FDM SLA and machines in Fab lab
- Prepare build files, machine setup, job planning, and process execution for FDM machines

Administrative Support

- Provide day-to-day administrative assistance to the CEO and office staff.
- Maintain office records, registers , file movement and files in physical and digital formats.

- Receive, dispatch and maintain inward and outward correspondence.
- Maintain office stationery and general supplies.

Office Coordination

- Coordinate meetings, appointments and travel arrangements.
- Prepare meeting files and assist in Board, Governing Council and committee meetings.
- Arrange logistics for workshops, seminars, training programmes and startup events.

Event Support

- Assist in organising startup events, investor meetings, hackathons, workshops, exhibitions and training programmes.
- Manage participant registration and event documentation.

Other Responsibilities

- Perform any other administrative duties assigned by the CEO or authorised officers.
- Ensure confidentiality of organisational records and information.

Travel

- Two-Wheeler license and Valid License is mandatory.
- Required to drive as per needs of office

Employment Type

Contractual, initially for one (01) year, extendable based on performance, organisational requirements and availability of funds.