

Opening for Senior Associate, Lead (Intellectual Property)

Last Date to Apply: 30th April, 2026 or until the position is filled.

IIT Mandi Catalyst is looking for an enthusiastic and resourceful individual to be part of our growth story. Catalyst offers a unique set of creativity, dynamism, and career growth opportunities.

IIT Mandi Catalyst, the first Technology Business Incubator (TBI) in the state of Himachal Pradesh, is a non-profit Section 8 company established at the Indian Institute of Technology Mandi (IIT Mandi). The incubator was set up with the initial support of the Department of Science and Technology (DST), Government of India, and has since received continued support from several key government bodies including the Ministry of Electronics and Information Technology (MeitY), Biotechnology Industry Research Assistance Council (BIRAC) under the Department of Biotechnology (DBT), Startup India under the Department for Promotion of Industry and Internal Trade (DPIIT), and the Department of Industries, Government of Himachal Pradesh under the Startup Himachal initiative. IIT Mandi Catalyst has also been selected as an Established Incubation Centre (EIC) by the Atal Innovation Mission (AIM), NITI Aayog, and receives support from various CSR partners. With a mission to strengthen the startup ecosystem in the Himalayan region and across the country, the incubator focuses on nurturing deep-tech and engineering-driven startups.

To know more, visit our website: www.itmandicatalyst.in

Job Title	Senior Associate, Lead (Intellectual Property)
Location	Mandi, Himachal Pradesh
Company	IIT Mandi Catalyst
Employment Type	1 Year Contract; Renewable if Mutually Agreed
Remuneration	As per industry norms and candidate experience.
Application through	Application links provided in the advertisement

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Key Responsibilities

- Assist startups in identifying and protecting their intellectual property, including patents, trademarks, copyrights, and designs
- Conduct prior art searches, patentability assessments, and basic IP landscape analysis
- Coordinate with patent attorneys and legal experts for the filing and prosecution of IP applications
- Guide startups on IP strategy, commercialization, and technology transfer
- Maintain and track IP portfolio, filings, deadlines, and documentation
- Organize workshops, awareness sessions, and training programs on IP rights and best practices
- Support in drafting agreements such as NDAs, licensing agreements, and MoUs related to IP
- Ensure compliance with institutional and regulatory IP policies
- Ensure regulatory and statutory compliance related to IP filings and institutional policies
- Support startups in preparing IP portfolios, technology disclosures, and documentation for investor readiness
- Coordinate with patent attorneys, IP firms, and legal experts for filing, prosecution, and maintenance of IP applications

Required Skills

- Strong understanding of Intellectual Property Rights (IPR), including patents, trademarks, copyrights, and designs.
- Knowledge of IP filing procedures, documentation, and compliance requirements. (preferably in India)
- Familiarity with patent databases and search tools (such as Google Patents, WIPO, etc.).
- Basic understanding of technology domains and ability to interpret technical documents.
- Proficiency in Microsoft Excel for tracking and reporting.
- Strong skills in Microsoft Word and PowerPoint for documentation and presentations.
- Good analytical and research skills with attention to detail.
- Strong communication and coordination skills, especially with startups and legal experts.

Essential Qualifications

Education & Qualifications.

- Bachelor's or Master's degree in Engineering, Science, Law, or related field
- Specialization or certification in Intellectual Property Rights (IPR) will be preferred
- Coursework or certification in Patent Drafting, IP Management, or Technology Transfer will be an added advantage.

Experience

- Relevant skills and domain knowledge are required as per the position:
- Minimum 3–5+ years of relevant experience in IP management, patent filing, or technology transfer

Preference for candidates with experience in:

- Managing end-to-end IP filing and prosecution processes
- Conducting patent searches, prior art analysis, and IP evaluations
- Supporting startups or researchers in IP protection and commercialization
- Working within incubation centres, research institutions, or innovation ecosystems
- Coordinating with patent attorneys and handling IP-related documentation and compliance

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *Catalyst reserves the right to fill up the post, not to fill up the post, or cancel the advertisement in whole or partly without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.*
6. *The applicants will be considered till the post is filled.*

Note: All applications should be routed through the application link provided at the top of the advertisement. Email us only in case of questions