GOVERNMENT OF TRIPURA

TRIPURA INSTITUTION FOR TRANSFORMATION (TIFT)

Good Governance Department

Ref No. 7(1)/GA(GG)/2023/ Date: 14/10/2026

NOTIFICATION FOR CONTRACTUAL ENGAGEMENT (SSM)

Tripura Institution For Transformation (TIFT), a State Institution for Transformation has been set up under the Department of General Administration (Good Governance) with the objective to coordinate the efforts and initiatives of Good Governance in Tripura under the guidelines of NITI Aayog. Applications are now invited on behalf of the Chief Executive Officer, TIFT from eligible and dynamic individuals for various positions. TIFT is committed to fostering positive change in Tripura and is looking for dedicated professionals to join the team in this endeavor. Interested candidates are invited to apply for the following contractual positions:

Vacancy details

Sl.	Position	No. of Posts
1	Senior Program Manager (State Innovation Mission – Tripura)	1
2	Senior Associate – Operations (State Innovation Mission – Tripura)	1
3	Sector Expert – Technology & Entrepreneurship	1
4	Sector Expert – Industry & Trade	1
5	Sector Expert – Economics & Finance	1

For detailed advertisement relating to the posts and requisite eligibility conditions one may visit https://tripura.gov.in/ or https://recruitment.tift.org.in/

How to apply: The applicants are requested to visit the website *https://recruitment.tift.org.in/* for filling-up the online application form. The submission of applications shall start from 16.10.2026 and the last date for the receipt of applications shall be 07.11.2026 till 6.00 PM. In case of technical issues, please attach screenshot of the issue and email it to gaggrecruitment@gmail.com

N.B.: Please refer the website https://recruitment.tift.org.in/ for updates and announcements.

Sd/-
Chief Executive Officer, TIFT

Terms of Reference

Tripura Institution for Transformation (TIFT), the State Institution for Transformation of the Government of Tripura set up under guidance of NITI Aayog, invites applications from eligible Indian citizens for contractual / consultant / project-linked engagement. The engagements are temporary and do not confer any right to regular appointments under the Government of Tripura or TIFT.

Nature, tenure and place of engagement

Nature of engagement: Contractual / consultant / project-linked, as decided by the Competent Authority.

Initial tenure: 11 (eleven) months, renewable for further period subject to satisfactory performance, continuing institutional requirement and approval of the Competent Authority.

Place of engagement: TIFT, Agartala, Tripura, with field travel within or outside the State as required.

The engaged personnel shall work under the supervision and direction of the CEO, TIFT, or an officer authorized by the CEO, TIFT.

Role-wise eligibility and responsibilities

1. Senior Program Manager (State Innovation Mission – Tripura)

S. No	Particular	Details
1	**Name of Position**	Senior Program Manager (State Innovation Mission – Tripura)
2	**Number of Positions**	1 (One)
3	**Method of Recruitment**	Contractual through Open Market
4	**Age Limit**	Candidates should be below 40 years of age as on the date of advertisement.
5	**Period of Contract**	11 (eleven) months, renewable for further period subject to satisfactory performance, continuing institutional requirement and approval of the Competent Authority.
6	**Location of Posting**	State Headquarters, Agartala, Tripura; with travel within/outside the State as required.
7	**Remuneration (per month)**	₹ 1,00,000/- (Consolidated inclusive of all)
8	**Education Qualification**	**Essential** Bachelor's degree from a recognised university/institution with at least 65% or equivalent CGPA in aggregate. **Desirable** Postgraduate degree in Management, Business Administration, Entrepreneurship, Innovation, Public Policy, Economics, Engineering, Technology or a related field.
9	**Experience**	Essential Experience: Minimum 8 years of professional experience, including at least 3 years in startup incubation, innovation or entrepreneurship development, and/or as a founder or co-founder actively involved in building and managing a startup or enterprise. Entrepreneurial experience should demonstrate hands-on involvement in business development, product or service development, customer acquisition, team building, financial management or fundraising. Desirable Experience: Experience in establishing or strengthening incubators; working with government departments, academic institutions, industry, mentors

S. No	Particular	Details
		and investors; facilitating access to grants, CSR support or investment for startups; and implementing district-level or community-based entrepreneurship initiatives. Experience in the North Eastern Region will be an added advantage.
10	**Job Description / Duties & Responsibilities**	• Plan and execute end-to-end incubation, acceleration and innovation programme cycles, including outreach, application, screening, selection, onboarding, programme delivery, reviews and graduation. • Translate Mission priorities into programme plans, calendars, milestones, deliverables and measurable outcome indicators. • Serve as the principal day-to-day contact for participating innovators, founders and startups; identify their needs and connect them with mentors, experts, investors, corporates, academic institutions and other ecosystem partners. • Design and coordinate founder journeys, mentorship interventions, expert sessions, workshops, demo days, pitch events, reviews and value-added services. • Track startup and programme milestones, deliverables, utilisation, feedback and outcomes; maintain dashboards and recommend corrective actions based on data and stakeholder feedback. • Coordinate with Government departments and district-level functionaries for problem-statement sourcing, innovation challenges, pilots and adoption of suitable solutions. • Support preparation and implementation of standard operating procedures, programme guidelines, selection frameworks and monitoring systems. • Maintain programme documentation and prepare progress reports, presentations, briefs, proposals and partner updates for the Mission leadership and Government. • Support partnership development and resource mobilisation through proposals, reports, consultations and engagement with CSR organisations, donors, corporates and ecosystem institutions. • Represent SIM–Tripura at relevant ecosystem forums when authorised and support organisation of Mission events and outreach activities. • Perform such other functions as may be assigned by the competent authority in the interest of the Mission.
11	**Knowledge and Skills**	• Strong programme and project management capability with outcome ownership. • Sound understanding of the startup, innovation and incubation ecosystem and the needs of early-stage ventures. • Ability to engage effectively with founders, senior Government officials, mentors, investors, corporates and institutional partners. • Excellent written communication, report drafting, presentation, analytical and problem-solving skills. • Ability to manage multiple workstreams, deadlines and stakeholders with limited supervision. • Proficiency in office productivity tools, collaborative platforms and programme/data dashboards; familiarity with monitoring and evaluation is desirable. • Prior experience with Government, incubators, accelerators, academic institutions, consulting organisations, CSR programmes or development partners is desirable.
12	**Language Requirements**	Excellent verbal and written English skills and demonstrated ability to communicate effectively in a multi-stakeholder environment. Working knowledge of Bengali and/or Kokborok will be desirable.

2. Senior Associate – Operations (State Innovation Mission – Tripura)

S. No	Particular	Details
1	**Name of Position**	Senior Associate – Operations (State Innovation Mission – Tripura)
2	**Number of Positions**	1 (One)
3	**Method of Recruitment**	Contractual through Open Market
4	**Age Limit**	Candidates should be below 40 years of age as on the date of advertisement.
5	**Period of Contract**	11 (eleven) months, renewable for further period subject to satisfactory performance, continuing institutional requirement and approval of the Competent Authority.
6	**Location of Posting**	State Headquarters, Agartala, Tripura; with travel within/outside the State as required.
7	**Remuneration (per month)**	₹ 1,00,000/- (Consolidated inclusive of all)
8	**Education Qualification**	**Essential** Bachelor's degree from a recognised university/institution with at least 65% or equivalent CGPA in aggregate. **Desirable** Postgraduate qualification in Management, Business Administration, Operations, Entrepreneurship, Innovation, Public Administration.
9	**Experience**	Essential Experience: Minimum 8 years of professional experience in operations management, programme/project coordination or administration in an incubator, accelerator, startup, University or Engineering colleges, government agency or development organisation. Candidates should demonstrate hands-on experience in coordinating programme activities, organising events and workshops, maintaining records and reports, managing logistics and vendors, and liaising with stakeholders. Desirable Experience: Experience in startup incubation or entrepreneurship development programmes, including startup onboarding, coordination with founders and mentors, maintenance of programme MIS, expenditure tracking and support for grant-related documentation. Experience as a founder/co-founder with direct responsibility for enterprise operations will also be considered relevant.
10	**Job Description / Duties & Responsibilities**	• Support outreach, application management, screening coordination and the startup/innovator selection process for each cohort or challenge programme. • Maintain programme calendars and coordinate sessions, meetings, workshops, orientations, reviews, demo days and other Mission events, including venue and on-ground logistics. • Manage routine communication with participating founders, innovators, mentors, experts and partners and ensure timely follow-up on tasks, submissions and deadlines. • Coordinate mentor and expert sessions; track attendance and participation; record key outcomes, decisions, action points and next steps. • Maintain accurate databases, document repositories and dashboards relating to applicants, startups, mentors, sessions, feedback, milestones and programme progress. • Compile information and assist in preparing periodic reports, summaries, presentations, meeting notes, utilisation statements and programme documentation.

S. No	Particular	Details
		• Support procurement, vendor coordination, travel, venue, hospitality and administrative arrangements in accordance with applicable Government procedures and approvals. • Maintain records of official correspondence, approvals, contracts, invoices, attendance, assets and programme expenditure, and coordinate with finance/administration teams for timely processing. • Support collection of monitoring data and feedback, quality checks, follow-up with stakeholders and continuous improvement of operational processes and SOPs. • Assist Government-department and district-level coordination for problem sourcing, outreach, innovation challenges, pilots and events. • Contribute to organisation-wide and Mission-wide initiatives and perform such other duties as assigned by the Senior Program Manager or competent authority.
11	**Knowledge and Skills**	• Strong organisational ability, attention to detail, reliability and execution discipline. • Good written and verbal communication skills and confidence in interacting with founders and senior stakeholders. • Ability to coordinate multiple schedules, stakeholders and concurrent tasks while meeting deadlines. • Proficiency in MS Office/Google Workspace, spreadsheets, presentations, databases and basic dashboards. • Ability to prepare clear records, minutes, reports, trackers and operational documentation. • Familiarity with Government processes, procurement/finance documentation, incubator operations, event logistics or monitoring systems is desirable. • Collaborative approach, service orientation and willingness to work during programme events or peak delivery periods when required.
12	**Language Requirements**	Excellent verbal and written English skills and demonstrated ability to communicate effectively in a multi-stakeholder environment. Working knowledge of Bengali and/or Kokborok will be desirable.

3. Sector Expert – Technology & Entrepreneurship

S. No	Particular	Details
1	**Name of Position**	Sector Expert – Technology & Entrepreneurship
2	**Number of Positions**	1 (One)
3	**Method of Recruitment**	Contractual through Open Market
4	**Age Limit**	Candidates should be below 45 years of age as on the date of advertisement.
5	**Period of Contract**	11 (eleven) months, renewable for further period subject to satisfactory performance, continuing institutional requirement and approval of the Competent Authority.
6	**Location of Posting**	Agartala, Tripura (State Headquarters)
7	**Remuneration (per month)**	Rs 1,00,000/- (Consolidated inclusive of all)
8	**Education Qualification**	**Essential** Masters in Computer Science/Information Technology/Electronics/Engineering or MBA with specialization in Technology Management/Innovation, or Post Graduate Diploma in Management with at least 65% or equivalent CGPA in aggregate. **Desirable** Persons with advanced diploma or degree in Technology Management, Innovation, Startup Ecosystem Development, or Digital Transformation, published papers in the relevant field would be preferred.
9	**Experience**	Minimum 8 (eight) years' experience relevant to the job description. Preference will be given to persons with work experience in technology policy, startup ecosystem development, innovation management, digital governance, e-governance initiatives, technology transfer, incubation/acceleration programmes, and implementation of technology-driven programmes. Candidates should also have demonstrated experience relating to leading teams, managing projects, as well as conducting stakeholder engagement. The experience of internship/training will not be considered.
10	**Job Description / Duties & Responsibilities**	• Maintain synergy between the State Planning Department/TIFT, LKI and NITI Aayog • To assist TIFT in achieving its objectives in collaboration with NITI Aayog and the LKI • Evaluation and assessment of existing strategies, methodologies, and systems to improve the technology and entrepreneurship ecosystem of Tripura • Preparation of development strategies, sectoral targets, socio-economic goals and State Vision@2047 for the technology and entrepreneurship sector, as per the State's requirements and roadmap to achieve the same • Draft policy briefs, presentations and other documents related to technology and entrepreneurship • Coordination with development partners and technical agency concerned • Support mechanisms for strengthening horizontal and vertical coordination within Government on technology initiatives • Coordinate with State/UT officials for preparation of project proposals related to technology and entrepreneurship to be taken up for implementation by the State Government • Assist the State in strengthening the innovation and startup ecosystem • Assist the State in strengthening the monitoring and evaluation ecosystem • Create and facilitate cross learning platforms

S. No	Particular	Details
		• Documentation of activities and emerging good practices performed by TIFT • Support in preparation of State, regional and sectoral reports on regular basis • Support regular updates on progress in State using the dashboard/portal maintained by NITI Aayog • Support in organizing workshops and other events related to TIFT, including preparation of inputs for the workshops • Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission
11	**Knowledge and Skills**	• Experience in stakeholder management • Experience in carrying out research and preparing policy briefs • Experience in drafting reports and reviewing detailed project reports • Prior experience with Government, UN agencies and other international organizations is desirable • Knowledge and experience related to National/State planning • Excellent Analytical & Problem-solving skills
12	**Language Requirements**	Excellent verbal and written English and Bengali and Kokborok language skills and demonstrated ability to communicate effectively in a multi-cultural environment.

4. Sector Expert – Industry & Trade

S. No	Particular	Details
1	**Name of Position**	Sector Expert – Industry & Trade
2	**Number of Positions**	1 (One)
3	**Method of Recruitment**	Contractual through Open Market
4	**Age Limit**	Candidates should be below 45 years of age as on the date of advertisement.
5	**Period of Contract**	11 (eleven) months, renewable for further period subject to satisfactory performance, continuing institutional requirement and approval of the Competent Authority.
6	**Location of Posting**	Agartala, Tripura (State Headquarters)
7	**Remuneration (per month)**	Rs 1,00,000/- (Consolidated inclusive of all)
8	**Education Qualification**	**Essential** Masters in Economics/Commerce/Business Administration/Industrial Policy or MBA with specialization in Industrial Management/International Trade, or Post Graduate Diploma in Management with at least 65% or equivalent CGPA in aggregate. **Desirable** Persons with advanced diploma or degree in Industrial Development, Trade Policy, MSME Development, Export Promotion, or Supply Chain Management, published papers in the relevant field would be preferred.
9	**Experience**	Minimum 8 (eight) years' experience relevant to the job description. Preference will be given to persons with work experience in industrial policy, MSME development, trade promotion, investment facilitation, ease of doing business reforms, industrial corridor development, SEZ/industrial park management, and implementation of industry-related programmes. Candidates should also have demonstrated experience relating to leading teams, managing projects, as well as conducting stakeholder engagement. The experience of internship/training will not be considered.
10	**Job Description / Duties & Responsibilities**	• Maintain synergy between the State Planning Department/TIFT, LKI and NITI Aayog • To assist TIFT in achieving its objectives in collaboration with NITI Aayog and the LKI • Evaluation and assessment of existing strategies, methodologies, and systems to improve the industrial and trade ecosystem of Tripura • Preparation of development strategies, sectoral targets, socio-economic goals and State Vision@2047 for the industry and trade sector, as per the State's requirements and roadmap to achieve the same • Draft policy briefs, presentations and other documents related to industry and trade • Coordination with development partners and technical agency concerned • Support mechanisms for strengthening horizontal and vertical coordination within Government on industrial and trade initiatives • Coordinate with State/UT officials for preparation of project proposals related to industry and trade to be taken up for implementation by the State Government • Assist the State in strengthening the innovation ecosystem, particularly for MSMEs and local industries • Assist the State in strengthening the monitoring and evaluation ecosystem

S. No	Particular	Details
		• Create and facilitate cross learning platforms • Documentation of activities and emerging good practices performed by TIFT • Support in preparation of State, regional and sectoral reports on regular basis • Support regular updates on progress in State using the dashboard/portal maintained by NITI Aayog • Support in organizing workshops and other events related to TIFT, including preparation of inputs for the workshops • Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission
11	**Knowledge and Skills**	• Experience in stakeholder management • Experience in carrying out research and preparing policy briefs • Experience in drafting reports and reviewing detailed project reports • Prior experience with Government, UN agencies and other international organizations is desirable • Knowledge and experience related to National/State planning • Excellent Analytical & Problem-solving skills
12	**Language Requirements**	Excellent verbal and written English and Bengali and Kokborok language skills and demonstrated ability to communicate effectively in a multi-cultural environment.

5. Sector Expert – Economics & Finance

S. No	Particular	Details
1	**Name of Position**	Sector Expert – Economics & Finance
2	**Number of Positions**	1 (One)
3	**Method of Recruitment**	Contractual through Open Market
4	**Age Limit**	Candidates should be below 45 years of age as on the date of advertisement.
5	**Period of Contract**	11 (eleven) months, renewable for further period subject to satisfactory performance, continuing institutional requirement and approval of the Competent Authority.
6	**Location of Posting**	Agartala, Tripura (State Headquarters)
7	**Remuneration (per month)**	Rs 1,00,000/- (Consolidated inclusive of all)
8	**Education Qualification**	**Essential** Masters in Economics/Finance/Public Policy or MBA in Finance, or Post Graduate Diploma in Management with specialization in Finance/Economics with at least 65% or equivalent CGPA in aggregate. **Desirable** Persons with advanced diploma or degree in Public Finance, Development Economics, Fiscal Policy, or Financial Management, published papers in the relevant field would be preferred.
9	**Experience**	Minimum 8 (eight) years' experience relevant to the job description. Preference will be given to persons with work experience in economic policy, public finance management, fiscal analysis, budgetary planning, economic modelling, investment analysis, development economics, and implementation of economic reform programmes. Candidates should also have demonstrated experience relating to leading teams, managing projects, as well as conducting stakeholder engagement. The experience of internship/training will not be considered.
10	**Job Description / Duties & Responsibilities**	• Maintain synergy between the State Planning Department/TIFT, LKI and NITI Aayog • To assist TIFT in achieving its objectives in collaboration with NITI Aayog and the LKI • Evaluation and assessment of existing economic strategies, fiscal policies, and financial systems to improve the socio-economic condition of Tripura • Preparation of development strategies, sectoral targets, socio-economic goals and State Vision@2047 for the economics and finance sector, as per the State's requirements and roadmap to achieve the same • Draft policy briefs, economic analyses, presentations and other documents related to economics and finance • Coordination with development partners and technical agency concerned • Support mechanisms for strengthening horizontal and vertical coordination within Government on economic and fiscal matters • Coordinate with State/UT officials for preparation of project proposals related to economic development and fiscal reforms to be taken up for implementation by the State Government • Assist the State in strengthening the innovation ecosystem through economic analysis and evidence-based recommendations • Assist the State in strengthening the monitoring and evaluation ecosystem • Create and facilitate cross learning platforms • Documentation of activities and emerging good practices performed by TIFT

S. No	Particular	Details
		• Support in preparation of State, regional and sectoral reports on regular basis, including State economic reviews and fiscal analyses • Support regular updates on progress in State using the dashboard/portal maintained by NITI Aayog • Support in organizing workshops and other events related to TIFT, including preparation of inputs for the workshops • Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission
11	**Knowledge and Skills**	• Experience in stakeholder management • Experience in carrying out research and preparing policy briefs • Experience in drafting reports and reviewing detailed project reports • Prior experience with Government, UN agencies and other international organizations is desirable • Knowledge and experience related to National/State planning • Excellent Analytical & Problem-solving skills
12	**Language Requirements**	Excellent verbal and written English and Bengali and Kokborok language skills and demonstrated ability to communicate effectively in a multi-cultural environment.