INNOVATION HUB UP FOUNDATION
Dr.A.P.J Abdul Kalam Technical University, Lucknow
Sector-11, Jankipuram Vistar, Lucknow-226031, Uttar Pradesh, India

Corrigendum

ADVERTISEMENT FOR RECRUITMENT OF THE OFFICERS AND STAFF

INNOVATION HUB UTTAR PRADESH FOUNDATION

Advt. No. AKTU/IHUP/2026/44(A) l Date: 21st October 2026

The Innovation Hub UP Foundation is the section-8 company registered under Companies Act 2013, established at Dr. A.P.J Abdul Kalam Technical University, Lucknow under UP Startup Policy 2020 to foster the culture of innovation and entrepreneurship across Uttar Pradesh through policy initiatives and implementation.

The Innovation Hub UP Foundation invites applications from committed, visionary, dynamic Indian Citizens to provide services against the below mentioned posts, purely on contract basis. The recruitment process will be as per the HR Policy of Innovation Hub UP Foundation. The eligibility, experience and other job description may be seen in the following pages of this advertisement.

The last date extended to 6th November 2026.

S.No	Name of the Post	No. of the post
1	Manager	1
2	Assistant Manager	2
3	HR Officer	1
4	Prototyping Lab Coordinator	1
5	Graphic Designer	1
6	Digital Media Associate	1
7	Support Staff	1
8	House Keeping Staff	2

Mahip Singh
Chief Executive officer

1. **POST CODE:** IHF-OFF-2026-MGR

Post Name	MANAGER
Fixed Pay	Fixed CTC of Rs. 9.6 Lakh per annum
Eligibility	Essential: Graduation in any discipline Preferable: MBA
Experience	Minimum 4 Years of experience in incubation/Startup and Innovation Ecosystem
Max. Age Limit	25-40 Years
Responsibilities	• Manage specific verticals like startup incubation, government schemes (e.g., startup seed funds), or partnership development. • Ensure effective implementation of innovation programs and track performance metrics. • Coordinate mentoring, networking events, and investor interactions. • Liason with academic institutions for identifying startup talent and research-driven innovation. • Prepare reports and proposals for funding and grants. • Travel across Uttar Pradesh and outside as and when required
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in.
Application Fee	Rs. 1000
Last Date Extended	6th October 2026

2. **POST CODE:** IHF-OFF-2026-ASM

Post Name	ASSISTANT MANAGER
Fixed Pay	Fixed CTC of Rs. 6 Lakh per annum
Eligibility	Graduation in any discipline
Experience	Min 2 Year of experience in incubation/Startup and Innovation Ecosystem
Max. Age Limit	25-35 Years
Responsibilities	• Assist Managers in planning and executing specific initiatives or projects. • Handle documentation, scheduling, and follow-up of meetings, events, and collaborations. • Coordinate with startups, incubatees, and government departments. • Maintain digital records, event reports, and communication logs. • Support communication and outreach for hub activities. • Travel across Uttar Pradesh and outside as and when required
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 500/-
Last Date Extended	6th October 2026

3. POST CODE: IHF-OFF-2026-HR-OFF

Post Name	HR OFFICER
Fixed Pay	Fixed CTC of Rs. 6 Lakh per annum
Eligibility	MBA/PGDM in Human Resource Management (HR)
Experience	Minimum 2 Years of experience in HR operations, recruitment, employee engagement, and policy implementation
Max. Age Limit	25-40 Years
Responsibilities	• Manage recruitment and Startups onboarding processes, maintain Startups/ Hub/ Employee records, implement HR policies/, support performance reviews/ KPI, ensure labor law compliance, and coordinate staff training and welfare initiatives. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 500/-
Last Date Extended	6th October 2026

4. POST CODE: IHF-OFF-2026-PROTOTYPING

Post Name	Prototyping Lab Coordinator
Fixed Pay	Fixed CTC of Rs. 4.8 Lakh per annum
Eligibility	Essential:Graduate in Science/Engineering Preferable: Knowledge of CAD software, 3D printing, fabrication and prototype development.
Experience	Minimum 1 Year of experience in relevant field.
Max. Age Limit	21-35 Years
Responsibilities	• To support startups in prototype design, development, fabrication and testing; operate and maintain prototyping equipment; and assist innovators in converting concepts into functional prototypes. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 500/-
Last Date Extended	6th October 2026

5. POST CODE: IHF-OFF-2026-GRAPHIC-DES

Post Name	GRAPHIC DESIGNER
Fixed Pay	Fixed CTC of Rs. 3.00 Lakh per annum
Eligibility	Essential: Graduate in any discipline Preferable: Certificate/ Diploma in Graphic Design, Multimedia, or a related field, along with proficiency in relevant design software
Experience	1 Year of Experience in digital/graphic designing.
Max. Age Limit	21-35 Years
Responsibilities	• To design posters, brochures, reports, presentations, social media creatives and branding material; maintain visual consistency; and support the communication and promotional requirements of the Foundation. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 200/-
Last Date Extended	6th October 2026

6. POST CODE: IHF-OFF-2026-DIGITAL

Post Name	DIGITAL MEDIA ASSOCIATE
Fixed Pay	Fixed CTC of Rs. 3.00 Lakh per annum
Eligibility	Essential: Graduate in any discipline Preferable: Knowledge of Digital Marketing Tools;social media promotion,video editing tools etc.
Experience	1 Year of experience in relevant field.
Max. Age Limit	21-35 Years
Responsibilities	• To create social media posts, reels, photographs and videos; cover events and programmes; prepare day-to-day digital content; maintain the content calendar; and support the Foundation's social media and communication activities. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 200/-
Last Date Extended	6th October 2026

7. POST CODE: IHF-OFF-2026-SSF

Post Name	SUPPORT STAFF
Fixed Pay	Fixed CTC of Rs. 1.8 Lakh per annum
Eligibility	Essential: Intermediate Preferable: With basic computer hardware knowledge
Experience	Minimum 1 Year of Experience required
Max. Age Limit	18-30 Years
Responsibilities	• Assist in facility maintenance, event setup, and basic technical support. • Help in logistics during innovation bootcamps, startup visits, and exhibitions. • Manage courier, file movement, and workstation readiness. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 100/-
Last Date Extended	6th October 2026

8. POST CODE: IHF-OFF-2026-HS

Post Name	HOUSE KEEPING STAFF
Fixed Pay	Fixed CTC of Rs. 1.2 Lakh per annum
Eligibility	8th Pass
Experience	Minimum 1 Year of Experience required
Max. Age Limit	18-45 Years
Responsibilities	• Clean and maintain office spaces, meeting rooms, washrooms, and common areas. • Refill cleaning and hygiene supplies regularly. • Report maintenance issues and ensure cleanliness during events. • Dispose of waste as per sanitation guidelines. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 100/-
Last Date Extended	6th October 2026

IMPORTANT NOTE:
(1) Application Fee to be paid online as per following Bank Details:
Bank Name: HDFC Bank
Account Name: Innovation Hub UP Foundation
Account No. : 50100828109162
IFSC Code: HDFC0009063
Branch Name: Mahanagar Lucknow- 226006

(2) Without Fee application will not be accepted.

(3) Fee for each post needs to be paid separately.

(4) Age will be considered as on 1st October 2026.

(5) Format of Annexure-1(Application form) is on next page of this Job description document.

(6) Reservation will be applicable as per UP Government norms.