

ADVERTISEMENT FOR RECRUITMENT OF THE OFFICERS AND STAFF**INNOVATION HUB UTTAR PRADESH FOUNDATION****Advt. No. AKTU/InnFn/2025/01 | Date: 4th November 2025**

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.

S.No	Name of the Post	No. of the post
1	Chief Executive Officer (CEO)	1
2	Chief Innovation Officer (CIO)	1
3	Manager	2
4	Assistant Manager	2
5	Technology Lead	1
6	Account Manager	1
7	Technology Associate	1
8	Innovation Hub Supervisor	1
9	Office Executive	4
10	Support Staff	2
11	House Keeping Staff	2

Director
Innovation Hub UP Foundation

1. POST CODE: IHF-OFF-2025-CEO

Post Name	CHIEF EXECUTIVE OFFICER (CEO)
Fixed Pay	Fixed CTC of Rs. 18 Lakh per annum
Eligibility	Masters Degree in Engineering/ Management
Experience	Minimum 15 Years of Experience in Innovation & Entrepreneurship
Max. Age Limit	Max. 50 Years
Nature of Duty	Define and execute the long-term vision, mission, and strategic goals of Innovation Hub UP in alignment with state and national innovation policies.
Responsibilities	• Define and implement the strategic direction of Innovation Hub UP in alignment with UP Startup Policy and national innovation goals. • Lead formulation and execution of Innovation Hub UP strategy and annual plan; meet Board approved objectives and performance parameters. • Lead organizational development, funding strategy, governance, and stakeholder management. • Coordinate with the Government of Uttar Pradesh/Govt of India, AKTU, and industry leaders. • Oversee budgeting, compliance, policy advocacy, and impact evaluation. • Represent the hub at national/international innovation events and networks • Travel across Uttar Pradesh and outside as and when required.
Application Submission	Apply at: https://bit.ly/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 1000/-
Last Date to Apply	14 th November 2025

2. POST CODE: IHF-OFF-2025-CIO

Post Name	CHIEF INNOVATION OFFICER (CIO)
Fixed Pay	Fixed CTC of Rs. 15 Lakh per annum
Eligibility	Masters Degree in Engineering/ Management
Experience	Minimum 10 Years of Experience in Innovation & Entrepreneurship
Max. Age Limit	Max. 45 Years
Nature of Duty	• Drive the vision of Innovation hub UP as India's leading innovation ecosystem and global startup catalyst. • Develop strategic partnerships with corporates, investors, academic institutions, and global innovation hubs



Responsibilities	• Lead the innovation strategy of the hub and curate programs in deep tech, rural innovation, and social entrepreneurship. • Build and manage partnerships with global accelerators, research centers, corporations, and investors. • Drive knowledge transfer between academia, government, and startups. • Oversee the design of accelerator programs, challenge grants, and innovation fellowships. • Support intellectual property (IP) and commercialization initiatives. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	Apply at: https://bit.ly/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 1000
Last Date to Apply	14 th November 2025

3. POST CODE: IHF-OFF-2025-MGR

Post Name	MANAGER
Fixed Pay	Fixed CTC of Rs. 9.6 Lakh per annum
Eligibility	Essential: Graduation Preferable: Engineering and MBA
Experience	Total 6 Years of Experience in industry/ Academia including 4 Years of experience in Startup and Innovation Ecosystem
Max. Age Limit	30-45 Years
Nature of Duty	Lead respective initiative of Innovation Hub: • Schemes • Incubators • Programs • Partnerships • Policy etc.
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/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in

Application Fee	Rs. 1000
Last Date to Apply	14 th November 2025

4. POST CODE: IHF-OFF-2025-ASM

Post Name	ASSISTANT MANAGER
Fixed Pay	Fixed CTC of Rs. 6 Lakh per annum
Eligibility	Bachelor's Degree
Experience	Min 2 Year of relevant experience with Startup and Innovation ecosystem
Max. Age Limit	25-40 Years
Nature of Duty	Assist the manager in respective initiative of Innovation Hub like Schemes, Incubators, Programs, Partnerships, Policy etc.
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/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 500/-
Last Date to Apply	14 th November 2025

5. POST CODE: IHF-OFF-2025-TL

Post Name	TECHNOLOGY LEAD
Fixed Pay	Fixed CTC of Rs. 7.2 Lakh per annum
Eligibility	Essential: B. Tech Preferable: Engineering and MBA
Experience	Total 4 Years of Experience in industry/ Academia including 2 Years of experience in Hands-on experience with rapid prototyping tools like 3D printers, laser cutters, CAD software, and microcontrollers (Arduino/Raspberry Pi).
Max. Age Limit	25-45 Years
Nature of Duty	• Deliver sessions that help students turn social challenges into technical solutions. • Conduct hands-on workshops on prototyping tools and techniques. • Create and share learning materials (notes, assignments). • Mentor students through their projects and encourage entrepreneurial thinking.

Responsibilities	• Manage technology lab infrastructure, including 3D printers, laser cutters, IoT kits, and electronics. • Conduct training sessions and hands-on workshops for prototype development. • Guide student and startup teams on product development and technical validation. • Collaborate with faculty and researchers for applied innovation projects. • Maintain safety and operational efficiency of technical equipment. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	Apply at: https://bit.ly/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 500/-
Last Date to Apply	14 th November 2025

6. POST CODE: IHF-OFF-2025-AC-MGR

Post Name	ACCOUNT MANAGER
Fixed Pay	Fixed CTC of Rs. 6 Lakh per annum
Eligibility	3 years of relevant work experience in: Managing accounts and budgets, Double Entry System.
Experience	Essential: Bachelor's degree in Commerce Preferable: MBA in Finance
Max. Age Limit	No Age Limit
Nature of Duty	• Maintain and reconcile financial records of client accounts. • Prepare invoices, reports, and budgets related to assigned accounts. • Support audits, billing cycles, and financial reporting.
Responsibilities	• Manage day-to-day financial operations, including payroll, budgets, and procurement. • Maintain double-entry bookkeeping, prepare financial reports and statements. • Ensure compliance with statutory audits and fund utilization norms. • Handle invoices, vendor payments, and funding disbursement to startups. • Assist in preparing financial reports for submission to AKTU and government departments. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	Apply at: https://bit.ly/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 500/-
Last Date to Apply	14 th November 2025

7. POST CODE: IHF-OFF-2025-TA

Post Name	TECHNOLOGY ASSOCIATE
Fixed Pay	Fixed CTC of Rs. 3.6 Lakh per annum
Eligibility	Diploma/ B.Tech.
Experience	Minimum 2 Years of technical experience
Max. Age Limit	25-35 Years
Nature of Duty	Assist in managing the labs under Innovation Hub.
Responsibilities	• Support the Technology Lead in lab operations and workshop facilitation. • Ensure maintenance of tools and equipment in the prototyping lab. • Help participants with technical issues during innovation challenges or events. • Prepare manuals, assist in setup, and conduct basic troubleshooting. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	Apply at: https://bit.ly/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 500/-
Last Date to Apply	14 th November 2025

8. POST CODE: IHF-OFF-2025-IH-SUP

Post Name	INNOVATION HUB SUPERVISOR
Fixed Pay	Fixed CTC of Rs. 3.6 Lakh per annum
Eligibility	Essential: ITI Preferable: Diploma
Experience	2 years of experience in: Facility management or operations supervision Handling technical glitches (basic electrical or electronic troubleshooting) Overseeing housekeeping, logistics, and cleanliness Managing travel arrangements and admin support Coordinating repairs, vendors, and procurement
Max. Age Limit	25-35 Years
Nature of Duty	• Technical & Facility Management;Housekeeping & Cleanliness Oversight • Logistics & Inventory Management;Administrative Support • Travel & Event Coordination;Vendor & Service Coordination • Compliance & Safety Monitoring;Reporting & Documentation • Team Coordination & Communication;Support During Events & Workshops

Responsibilities	• Oversee daily operations and logistics of the Innovation Hub facility. • Manage housekeeping, maintenance, inventory, and repairs. • Coordinate travel and admin support for events and official visits. • Supervise vendor services and ensure smooth functioning during workshops and hackathons. • Maintain compliance and safety records. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	Apply at: https://bit.ly/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 200/-
Last Date to Apply	14 th November 2025

9. POST CODE: IHF-OFF-2025-EXE

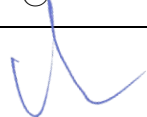
Post Name	OFFICE EXECUTIVE
Fixed Pay	Fixed CTC of Rs. 2.4 Lakh per annum
Eligibility	Bachelor's Degree
Experience	Minimum 1 Year of Experience in Administration with Proficiency in Microsoft PowerPoint, Word, Excel, Hindi, English typing, File management etc.
Max. Age Limit	18-35 Years
Nature of Duty	Provide administrative support to higher-level officials and assist in managing office operations. Handle routine clerical tasks.
Responsibilities	• Handle file management, typing (Hindi & English), and office correspondence. • Assist in scheduling meetings, preparing presentations, and maintaining records. • Provide clerical support during events, documentation, and internal coordination. • Maintain database of startups, mentors, and stakeholders. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	Apply at: https://bit.ly/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 200/-
Last Date to Apply	14 th November 2025

10. POST CODE: IHF-OFF-2025-SSF

Post Name	SUPPORT STAFF
Fixed Pay	Fixed CTC of Rs. 1.8 Lakh per annum
Eligibility	Intermediate with basic computer hardware knowledge
Experience	Minimum 1 Year of Experience required
Max. Age Limit	Max. 45 Years
Nature of Duty	Office and facility management
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. • Handle minor IT/hardware troubleshooting. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	Apply at: https://bit.ly/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 200/-
Last Date to Apply	14 th November 2025

11. POST CODE: IHF-OFF-2025-HS

Post Name	HOUSE KEEPING STAFF
Fixed Pay	Fixed CTC of Rs. 1.2 Lakh per annum
Eligibility	8 th Pass
Experience	Minimum 1 Year of Experience required
Max. Age Limit	Max. 45 Years
Nature of Duty	• Sweeping, mopping, and dusting all areas regularly • Cleaning washrooms, workspaces, and public areas • Disposing of waste properly • Refilling cleaning supplies (soap, sanitizer, tissue, etc.) • Reporting any damage or maintenance needs
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/IHF-Recruitment Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in



Application Fee	Rs. 200/-
Last Date to Apply	14 th November 2025

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.

ANNEXURE-1

APPLICATION FORM FOR THE POSITION OF.....

JOB CODE: _____

1. **Full Name of the candidate** (In Block Letters):
2. **Father's/Husband's Name:**
3. **Mother's Name:**
4. **Gender:**
5. **Marital Status:**
6. **Nationality** (attach a copy of evidence):
7. **Permanent Postal Address** (attach a copy of evidence):
8. **Police Station:**
9. **Current Address:**
10. **Mobile No.:**
11. **Mobile No.**(WhatsApp messenger):
12. **Email ID:**
13. **Date of Birth** (attach a copy of evidence)(dd/mm/yyyy):
14. **Age**(As on date of advertisement):_____Years __month(s)
15. **Current Designation:**
16. **Current Employer's Full Address with contact email and phone number:**
17. **Educational Qualification**(attach a copies of certificates):

Paste self
attested Recent
Passport Photo

Sl.	Examination	Class/ Degree	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	10 th						
2.	12 th						
3.	Graduation						
4.	Post graduation						
5.	Others(if any)						

18. **Training details relevant to the position applied** (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

19. **Total Professional Experience:**_____Years____month(s)

20. **Details of Professional Experience**(Starting from latest**)(attach copies of experience certificates):

Sl.	Designation	Organization	From(m m/yyyy)	To(m m/yyyy)	Summary of Services provided	Salary Drawn

****Attach 3-month recent salary certificate/slip/bank statement.**

22. Write a brief note describing why you would like to be associated with Innovation Hub UP

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23. Languages proficiency: (please tick✓)

Sl.	Language	Read	Write	Speak

24. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and addresses of two persons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Do you have any criminal or corruption charges against you? (If yes furnish details)

27. Have you ever been arrested, indicated or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)

28. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to Innovation Hub UP Foundation to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by Innovation Hub UP Foundation would render dismissal and termination of my candidature/ service/contract apart from other

Date:
Place:

Signature of the Candidate

IMPORTANT Notes:

- The resume and self attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.