

**ADDITIONAL STAFF HIRING  
AT  
KCIIS, AKTU INCUBATION CENTRE**

- Send your profile at [innovationhub@aktu.ac.in](mailto:innovationhub@aktu.ac.in) before 5<sup>th</sup> January 2024
- In subject line mention the name of the post you are applying.
- This job will be on outsourcing basis.
- The recruitment will be in Section-8 Company of AKTU.
- The salary mentioned is the consolidated.

**(1) Assistant Incubation Manager- INR 40,000/-**

The Assistant Incubation Manager shall be involved in understanding and providing for the needs of their startups. He/She should possess an experience of working in the startup ecosystem or in a startup. Building and maintaining a strong relationship with the startup founders, understanding the stage and needs of the startup and facilitating mentor interactions, resource connects, industry connects and providing access to guidance will be critical part of the role.

**ROLES & RESPONSIBILITIES**

- 📌 Work closely with the Manager, Incubation Center to ensure the day-to-day smooth running of the incubator.
- 📌 Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- 📌 Manage the day-to-day interaction with the Incubatees and provide continued incubation support to entrepreneurs.
- 📌 Execute a rolling calendar of operational and engagement strategy for the entire community, both internally and externally, including - startups, investors, incubators, institutes, corporates, mentors, advisors, and domain experts.
- 📌 Support Startups and spread culture of Innovation.
- 📌 Collaboration, Fundraising, Business Development for the Incubation Centre.
- 📌 Forge strong Partnerships with local Industry to support incubatees and Incubation Center.
- 📌 Gathering relevant information for any grants/fundings available.
- 📌 Development of content for proposal database and presentations for meetings.
- 📌 Write content for Social-Media, Website, Press Releases, Reports in Hindi & English.
- 📌 Planning and overseeing new Marketing, Branding and Eventing initiatives.

**DESIRED CANDIDATE PROFILE**

- 📌 Bachelor/Master's degree with minimum 2 years of relevant experience in business development. Preference will be given to Science Graduate.
- 📌 Preference to related experience in Business Development for incubators/accelerators or startups or MSMEs.
- 📌 Candidate should have a presentable personality, excellent written and verbal communication skills, strong ability to summaries and build proposals.
- 📌 Proficiency in Microsoft PowerPoint, Word, and Excel
- 📌 Knowledge of Startup policies of India and Uttar Pradesh
- 📌 Excellent research, analytical and reporting skills
- 📌 Ability to meet tight deadlines and work under pressure for engagements and deliverables.

**(2) Professional Assistant - INR 25,000/-**

**ROLES & RESPONSIBILITIES**

- ☛ Provide administrative support to higher-level officials and assist in managing office operations. This may include tasks such as file management, record keeping, drafting official correspondence, and maintaining databases.
- ☛ They may be responsible for data entry, document verification, and maintaining various records and registers within their department.
- ☛ To handle routine clerical tasks, such as sorting and distributing mail, answering phone calls, responding to basic inquiries, and maintaining office supplies

**DESIRED CANDIDATE PROFILE**

- ☛ Graduation in any stream
- ☛ Basic content writing skill
- ☛ Must have knowledge of basic digital designing/graphic designing tool like Photoshop/Coral draw/Illustrator etc
- ☛ Proficiency in Microsoft PowerPoint, Word, and Excel

**(3) Support Staff - INR 15,000/-**

**ROLES & RESPONSIBILITIES**

- ☛ Provide administrative support to higher-level officials
- ☛ Office Management
- ☛ Basic Computer hardware management
- ☛ Dispatch and entry of files and letters

**DESIRED CANDIDATE PROFILE**

- ☛ Intermediate with basic computer hardware knowledge
- ☛ Presentable and good interaction skill