

UDHMODYA FOUNDATION
(University of Delhi)
REGISTRAR, DELHI 110007

Ref No.: BM-01/Rec/2026

Date: 15.06.2026

**ADVERTISEMENT Inviting Applications for the post of Incubation Operations
Manager Udhmodya Foundation at the University of Delhi**

Udhmodya Foundation at the University of Delhi is a Section-8 Company established for the promotion of Innovation & Entrepreneurship activities. Applications are invited for the post of Incubation Operations Manager for Innovation and Incubation activities in UDHMODYA FOUNDATION at the University of Delhi, purely on contract basis initially for a period of one year extendable on mutual consent basis.

S. No.	Name of the Post	Mode of Selection	Total Number Of Posts	Maximum Age Limit
1.	Incubation Operations Manager	Direct	1	55 years as on date of advertisement

How to apply:

Interested applicants are required to apply online through the website of Udhmodya Foundation "www.udhmodyadu.in" <https://forms.gle/hNngncduN4RTbCaFj6>>.

candidate are also requested to share their detailed CV on operations@uf.du.ac.in In case of any queries, please write to operations@uf.du.ac.in .

Eligibility Criteria: Education and other qualification required for hiring:

Postgraduate Degree in any Discipline or CA/LLB/CS

Desirable: Specialization in **Entrepreneurship, Venture Development, MBA-IEV**, or related area in **Management** from a recognized university or institution.

The candidate should have a minimum of 3 years of work experience in a relevant field, preferably in the start-up incubation ecosystem or in administration within an educational institution having an incubator, with exposure to facility management, regulatory matters, finance, etc.

Candidates should possess excellent communication and interpersonal skills.

Nature of Duties:

- Plan and run various entrepreneurship support programs like pre-incubation, incubation, acceleration etc.
- Support the leadership team in creating policies and SOPs for various programs with clear vision, objectives, and deliverables.
- Prepare and submit proposals to secure funds for start-ups (grants, donations, etc.) from Government, Corporate/CSR, and other supporters.
- Manage and administer the received grants/donations effectively, ensuring timely reporting and compliance.
- Manage the operating budget for the Udhmodya Foundation, ensuring budgetary control, management reviews, and reporting in line with established parameters.
- Select and on-board entrepreneurs, industry projects, and start-ups as per their alignment with the programs of the Udhmodya Foundation.
- Ensure the incubator operates smoothly daily.
- Develop and implement the overall incubation structure and process.
- Regularly organize workshops, hackathons, events, etc., as part of incubator operations.
- Interact and maintain relationships with portfolio companies, students, and/or faculty enrolled in Udhmodya Foundation's programs.
- Build and manage relationships with domain experts, investors, and entrepreneurs for targeted mentorship.
- Work with nodal officers across DU colleges to sustain year-round engagement and foster entrepreneurship.
- Taking part in the Due Diligence activities as a part of the screening process of the start-ups.
- Recording minutes of the meeting and coordination of committees.

Salary:

Current - Rs. 8,40,000.00 to Rs. 12,00,000.00 per annum as per credentials of the candidate.

Period of Probation, if any:

6 Months

General Instructions:

1. Candidates fulfilling the eligibility criteria may apply through the link provided on the University of Delhi website.
2. The last date of receipt of applications is 30.06.2026.
3. The candidates are instructed to carefully read the eligibility criteria along with general instructions before applying.
4. Any addendum/corrigendum shall be posted only on the University website. It shall be the responsibility of the candidate to monitor the same.
5. Company reserves the right to reject any application or all the applications without assigning any reason thereof.

6. Eligibility of a candidate to the post does not qualify for being shortlisted and called for the interview. No request in this regard shall be entertained for review.
7. Shortlisted candidates will be informed for further recruitment process through registered email only.
8. Selected candidates will be expected to join at the earliest and not later than one month from the date of offer of appointment.
9. The decision of the management of Udhmodya Foundation shall be final in all matters related to this selection and eventual recruitment.

Dr. Abhishek Tandon
Director & Jt. CEO
Udhmodya Foundation