

UDHMODYA FOUNDATION
(University of Delhi)
REGISTRAR, DELHI 110007

Ref No.: BM-01/Rec/2024

Date: 03.06.2024

**ADVERTISEMENT Inviting Applications for the post of Incubation Assistant
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 Assistant 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 Assistant Manager	Direct	1	40 years as on date of advertisement

For complete details, general instructions, eligibility criteria etc., please visit the University of Delhi website www.du.ac.in.

Recruitment Rule for the Incubation Assistant Manager

Eligibility Criteria: Education and other qualification required for hiring:

Any Postgraduate (in Entrepreneurship/Master's degree in any discipline; with preferably a specialization in Entrepreneurship/venture development/MBA-IEV or equivalent) or related area in management from a recognized University.

Or

Any graduate in Business management (BBA, BMS, BBA-BFIA, Economics, Commerce) with 2 years' experience

How to apply:

The applicants interested to apply for the post of **Incubation Assistant Manager** are required to apply online through the University of Delhi website (www.du.ac.in) and Udhmodya Foundation website (<https://udhmodyadu.in/>) under the head "Work with DU->Jobs and Opportunities", using the link <<https://forms.gle/nNzW7Y1fTqhkKVp68>>.

Last date to apply: 20th June, 2024

In case of any queries please write to <operations@uf.du.ac.in>.

UDHMODYA FOUNDATION
(University of Delhi)
REGISTRAR, DELHI 110007

Nature of Duties:

- Facilitate the entire incubation process for startups; from selecting, on-boarding, and managing the process.
- Taking care of the entire co-working space as a community manager.
- Working closely with the incubated start-ups and use the co-working space in identifying their needs and addressing them with the right support.
- Taking part in the Due Diligence activities as a part of the screening process of the startups.
- SPOC for startups on-boarded for Incubation.
- Responsible for MOM, committee coordination, conducting meetings.
- SPOC with industry experts and mentors.
- Managing schedule of incubation and promotional activities and programmes.
- Keeping and managing track of compliances of startups and incubation centre including regulatory and legal matters
- Co-ordination with other stakeholders for smooth functioning.
- Working closely with the Operations Manager & CEO
- Working Closely with the University of Delhi officials.

Salary:

Consolidated salary 3,60,000 – 4,80,000 per annum with upto 10% annual increments subject to performance review.

Period of Probation, if any:

6 months

General Instructions:

1. Candidates fulfilling the eligibility criteria may apply online through the link provided on the University of Delhi/Udhmodya Foundation website
2. The last date of receipt of application is 20.06.2024.
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/Udhmodya Foundation website. It shall be the responsibility of the candidates to monitor the same.

UDHMODYA FOUNDATION
(University of Delhi)
REGISTRAR, DELHI 110007

5. Company reserves the right to reject any application or all the applications without assigning any reasons thereof.
6. Eligibility of a candidate to the post will not automatically mean that she/he will be shortlisted and called for the interview. No request in this regard shall be entertained for review etc.
7. Shortlisted candidates will be informed for further recruitment process through registered emails only.
8. The selected candidate will be expected to join as soon as possible but not later than two months from the date of Offer of Appointment.
9. The decision of the management of the Udhmodya Foundation shall be final in all matters related to this selection and eventual recruitment.