

# UDHMODYA FOUNDATION

(Startup Ecosystem of University of Delhi)

File No. : DU-UF /Rec. Inc. Ex./2024-25

Date: 6/06/2024

## Advertisement inviting applications for the post of Incubation Executive in UDHMODYA Foundation at University of Delhi

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

Sr. No.	Name of the post	Mode of Selection	Total No. of Post	Maximum Age
1.	Incubation Executive	Direct	1	N.A.

### **Recruitment Rules for the Incubation Executive**

#### **Educational and other qualification requirements for hiring:**

Any graduate, preferably in technical domain with good communication skills and having 2 to 3 years of experience in Start-up Ecosystem / Incubation System.

#### **How to Apply:**

Interested applicants are required to apply online through the website of University of Delhi ([www.du.ac.in](http://www.du.ac.in)) and Udhmodya Foundation Website ( [www.udhmodyadu.in](http://www.udhmodyadu.in) ) under the head "Work with DU->Jobs and Opportunities", using the following link (<https://forms.gle/m3wuZaQsb6uUVLLi6>), candidate are also requested to share their detailed CV on [operations@uf.du.ac.in](mailto:operations@uf.du.ac.in) . In case of any queries, please write to [operations@uf.du.ac.in](mailto:operations@uf.du.ac.in) .

#### **Job Responsibilities:**

- Facilitate the entire incubation process for Start-ups
- Conducting Entrepreneurship Programs
- Work closely with Incubation operations manager
- Manage schedule for incubation and other activities
- Managing documentation, scheduling meetings, managing minutes of meetings etc.
- Coordinating with other stakeholders for smooth functioning
- Any other tasks assigned by senior officials of the foundation

#### **Salary:**

Rs. 300,000 per annum consolidated.

#### **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 20<sup>th</sup> June, 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 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

**DUCC is requested to post on DU Website under Work with DU Section**