



Navotthan Startup Foundation

(A Section 8 Company)

Rajkiya Engineering College, Kannauj, U.P., India



Ref. No.: 70/NSF/REC Kannauj/2025-26

Date: 13/11/2025

ADVERTISEMENT FOR THE POST OF ASSISTANT INCUBATION MANAGER FOR NAVOTTHAN STARTUP FOUNDATION

Applications are invited for the post of **one Assistant Incubation Manager (01 No.)**, purely temporary basis (for six months only, may be extended on the basis of satisfactory performance and availability of funds) in Navotthan Startup Foundation (a Section 8 Company under the aegis of Rajkiya Engineering College, Kannauj, U.P., India). Interested candidates need to email their duly filled application form, self-attested scanned documents pertaining to educational qualifications, age proof, essential qualifications in a single PDF file emailing with subject marked as **"Application for the post of Assistant Incubation Manager for Navotthan Startup Foundation"** to the email address (iisc@reck.ac.in) latest by **23/11/2025**.

Qualification and Eligibility

1. Assistant Incubation Manager (01 Position):

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

- I. Work closely with the Manager, Incubation Center to ensure the day-to-day smooth running of the incubator.
- II. Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- III. Manage the day-to-day interaction with the Incubatees and provide continued incubation support to entrepreneurs.
- IV. 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.
- V. Support Startups and spread culture of Innovation.
- VI. Collaboration, Fundraising, Business Development for the Incubation Centre.
- VII. Forge strong Partnerships with local Industry to support incubatees and Incubation Center.
- VIII. Gathering relevant information for any grants/fundings available.
- IX. Development of content for proposal database and presentations for meetings.
- X. Write content for Social-Media, Website, Press Releases, Reports in Hindi & English.
- XI. Planning and overseeing new Marketing, Branding and Eventing initiatives.



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Desired Candidate Profile

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

Emolument

- I. Consolidated Rs. 40,000/- per month.



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APPLICATION FORM

ADVT. REF. NO. DATE.....

APPLIED FOR THE POST

Attach Passport
Size Self- Attested
Photograph

NAME OF CANDIDATE (in Block letter):						
FATHER'S NAME :						
DOB :						
AGE AS ON CLOSING DATE OF THE APPLICATION (Attach proof):						
CATEGORY:						
ID NO. OF ANY GOVERNMENT ISSUED ID CARD: (Attach copy)						
CORRESPONDING ADDRESS:						
CONTACT NUMBER & E-MAIL ID:						
QUALIFICATION: *(ATTACH CERTIFICATES ALSO)	Sl. No.	Name of the Examination	Board / University	% of Marks	Year	Division
	1	10th				
	2	12th				
	3	Graduation				
	4	Any Other (Pls specify)				
WORK EXPERIENCE (IN DETAIL): (Attach Certificate(s) also)						
Any other relevant information:						

***Please enclose relevant self-attested certificates. (Need to carry the originals along with self-attested copies during interview).**

UNDERTAKING

I understand that this post is on purely temporary basis for the Navotthan Startup Foundation. I declare that the above particulars are correct to the best of my knowledge and belief. I understand that action can be taken against me if above information are found to be incorrect.

Place:

Date:

SIGNATURE OF THE CANDIDATE