
IIITD Innovation and Incubation Center

Recruitment Notice

IIITD Innovation & Incubation Center is inviting applications from qualified Indian nationals for the following positions:

Standard contractual position:

1. Program Manager (Post Code: PM-1)

Project Positions (Co-terminus with the project):

2. Project Lead (Post Code: PL-1), equivalent to Sr. Manager
3. Project Manager (Post Code: PM-2)
4. Web and Content Manager (Post Code: PM-3)
5. Project Executive (Post Code: PE-1)

A. Job Title: Program Manager (Post Code: PM-1)

CTC: Upto INR 10 Lakh/Year

Tenure: Full time position with 2-Year service contract with 6-month probation. The tenure is extendable based on performance.

Age: Less than 35 years as on 20th May 2026

Qualification: B Tech/BE preferably with MBA

Experience: At least 4 years of experience in any incubation center/investment firm/relevant govt body

Skills:

- Proposal writing
- Managing Govt and CSR programs and funds
- Understanding of Indian start-up Ecosystem
- Must be able to work independently as well as in a team
- Strong verbal and written communication skills

Key responsibilities:

- Exploring CSR opportunities and writing CSR proposals to raise funds for the Center
- Exploring partnerships and collaborations for adding value to the Center and incubated start-ups
- Coordinate with start-ups in the incubator to understand their needs, address their issues, and ensure smooth functioning of the Incubation Center.
- Organize and oversee mentorship sessions for start-ups.
- Plan and initiate calls for funding support for start-ups under different schemes.
- Organize various activities for students and incubated start-ups.
- Any other tasks assigned by the COO/Director.

B. Job Title: Project Lead (Post Code: PL-1)

CTC: Upto INR 12 Lakh/Year

Tenure: Full time position with 1-Year service contract with 6-month probation.

Age: Less than 36 years as on 20th May 2026

Qualification: B Tech (Biotech/Biomedical Engg./similar domain) preferably with M Tech or MBA with a UG degree in Biotechnology or allied domains

Experience: At least 5 years of experience in any incubation center/investment firm/relevant Govt body/industry focussed on biotechnology/healthcare start-ups/innovations

Skills:

- Understanding of IPR, Clinical and regulatory aspects of biotech and healthcare innovations
- End to end management of Govt funded programs
- Experience in running incubation and acceleration cohorts and training programs
- Experience in managing a team of 3-4 members
- Understanding of Indian start-up Ecosystem
- Strong verbal and written communication skills

Key responsibilities:

- Managing Govt program(s) at the Center
- Creating biotech/healthcare start-up pipelines for incubation and/or acceleration cohorts
- Running end to end incubation and acceleration cohorts in biotechnology, healthcare or similar domain.
- Organize and oversee mentorship sessions for start-ups.
- Plan and execute training programs under the aegis of Govt funds.
- Streamlining financial processes and transactions in the line of the scheme.
- Ensuring all the activities in the scheme are done and associated deliverables are achieved within stipulated timeframe
- Preparation of UCs, impact reports, presentations and other compliance related documents for the scheme
- Any other tasks assigned by the COO/Director.

C. Job Title: Program Manager (Post Code: PM-2)

CTC: Upto INR 10 Lakh/Year

Tenure: Full time position with 1-Year service contract with 6-month probation.

Age: Less than 35 years as on 20th May 2026

Qualification: B Tech/BE/MSc (in biotechnology or allied domains) preferably with an MBA

Experience: At least 4 years of experience in any bio-incubation center/investment firm/relevant govt body/industry with biotechnology as a focus area

Skills:

- Management of Govt funded programs
- Proficient in MS Office.
- Understanding of running incubation and acceleration cohorts
- Understanding of Indian start-up Ecosystem
- Strong verbal and written communication skills

Key responsibilities:

- Planning and conducting the activities under the scheme
- Marketing and outreach
- Ensuring strict compliance to the scheme guidelines in terms of finances, timelines, deliverables and operations
- Supporting Project Lead and the COO in ensuring smooth execution of Center's activities
- Engaging with mentors, investors, regulators and other key stakeholders for the enablement of start-ups
- Any other tasks assigned by the COO/Director.

D. Job Title: Web and Content Manager (Post Code: PM-3)

CTC: Upto INR 9 Lakh /year

Tenure: Full time position with 1-Year service contract with 6-month probation.

Age: Less than 32 years as on 20th May 2026

Qualification: Bachelor's degree in **Computer Science, IT, Communications, Marketing, or related field**; PG degree is preferred.

Experience: At least 3 years of experience in website management and content creation for an Incubator/start-up/industry or Govt

Skills:

- Website & CMS management.
- Content creation/editing for digital platforms.
- Digital marketing, SEO/SEM, social media.

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- Design tools use (Canva, Adobe Suite).
 - Analytics/reporting (Google Analytics, insights).

Key responsibilities:

- Manage incubator's website and scheme portals regularly, ensuring updates, security, and smooth function.
- Create content for websites, social media, newsletters, and marketing collaterals.
- Plan and run digital campaigns to boost visibility of programs, start-ups, and events.
- Ensure content follows government guidelines, branding, and scheme communication norms.
- Track website traffic, social media engagement, and campaign results; prepare reports.
- Coordinate with teams, start-ups, and partners to source stories and updates for outreach.
- Any other task assigned by the COO/Director.

E. Job Title: Project Executive (Post Code: PE-1)

CTC: Upto INR 4.5 Lakh /year

Tenure: Full time position with 1-Year service contract with 6-month probation.

Age: Less than 30 years as on 20th May 2026

Qualification: Bachelor's degree preferably BBA/B Tech

Experience: At least 1 year in a Govt funded incubator/start-up/similar bodies

Skills:

- Working knowledge of Government processes and documentation.
- Proficient in MS Office.
- Proficient in documentation and recordkeeping.

Key responsibilities:

- Ensuring all the documents and records are in order
- Data entry and updating
- Handling all the records of the Center.
- Assist Lead/COO in various activities for students and incubated start-ups.
- Perform any other tasks assigned by the COO/Director

General Information:

- 1. One candidate should apply only for one job. Candidates applying for more than one post will not be considered for any of the posts.**
2. The Management reserves the right to call for interview/assign any position after interview from the listed roles to a candidate based on their qualifications and experience, regardless of the specific post they applied for.
3. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for interview. In this regard the decision of the Company / Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.
4. Only shortlisted candidates will be informed for written test/ interviews through registered.
5. Company reserves the right to restrict the number of candidates for written test/interview to a reasonable limit, on the basis of qualification and experience.
6. Company reserves the right of rejecting any or all the applications without assigning any reasons thereof.
7. Qualifications/experience, age may be relaxed for exceptional candidates.
8. **Last date for application: 31st May 2026, 5:00 PM.** Applications received after the deadline will not be considered unless the deadline is extended by the management.
9. The candidates may be considered for higher/lower remuneration depending upon their profile.
10. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.

Interested candidates may apply using the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSdDEXCDdNJb5gxeSWxEBoahKAHmYtT-Iy96LoMr8dYS5a5g/viewform?usp=dialog>
