

Guidelines for Incubation Associate

Recruitment Notice — Incubation Associate

Contractual Position | Emoluments: ₹15,000 to 20,000/- per month (negotiable)

Job Responsibilities:

- Creating awareness about Innovations, Incubation, Entrepreneurship and Start-up, etc.
- Engaging students in activities and developing start-up culture within institutions and startup ecosystem.
- Engaging and maintaining communication with mentors, speakers, experts, government officials and investors for various training/selection/mentorship program/events.
- Managing incubation support activities
- Liaising and creating support networks for incubation center and managing incubation support activities for startups.
- Engaging with potential incubates and creating pipeline of applicants through program events and Maintaining database of applicants and selection process
- Financial and administrative record keeping
- Tracking progress of pre-incubation/incubation activities
- Drafting and follow-up of funding Proposals for Grants/funds/CSR for incubation center.

Academic Qualification and Experience:

- Graduate in engineering/management discipline from a reputed institution
- Minimum 0-2 years' experience
- Experience in startup/entrepreneurship activities preferred
- Experience with industrial professionals is an added advantage

Key Skills:

- Excellent communication skills in English
- Office management proficiency, Good interpersonal and project handling skills
- Innovative and positive personality, with penchant for thinking out of the box and finding innovative solutions

General Instructions:

- Candidates from Govt./Semi-Govt./Public/Private sector must submit a No Objection Certificate at interview and a Relieving Letter at the time of joining.
- Application must be accompanied by a self-attested photograph and supporting documents (qualifications, experience).
- The Board reserves the right to relax criteria and accept/reject any candidature without reason.
- Subsequent amendments, if any, will be notified on the official website.

Interested candidates meeting the above requirements will appear for a **walk-in interview** for **Incubation Associate** on **07/07/2026, Time: 1 pm. Venue: TPO Cell, Government College of Engineering Chh. Sambhajnagar, Maharashtra**

For confirmation do contact following after 4th July 2026:

Vaibhav: 8605516615 or Shubham: 8055113546

Note: *This is a purely contractual appointment with AICF and confers no claim for regularization in AICF or any Government organization.*