



# Navyug Navachar Foundation

(A Section 8 Company of Institute of Engineering & Technology, Lucknow)  
Incubation Center, 3rd Floor, New Mechanical & Chemical Building, IET Lucknow  
Sitapur Road, Lucknow-226021, UP, India

Ref. No.: IET/NNF/2026/232

Date: 18 -04-2026

## ADVERTISEMENT FOR THE POST OF ASSISTANT INCUBATION MANAGER FOR NAVYUG NAVACHAR FOUNDATION

Navyug Navachar Foundation is a Section 8 company incorporated under the Companies Act, 2013, established at Institute of Engineering and Technology, Lucknow. The Foundation is dedicated to fostering a vibrant ecosystem of innovation, entrepreneurship, and startups. It actively supports students of the institute as well as aspiring innovators by providing guidance, mentorship, and resources to transform ideas into scalable ventures.

The Navyug Navachar Foundation invites applications for the post of Assistant Incubation Manager (1 No.) on a purely temporary basis (for six months only, may be extended on the basis of satisfactory performance and availability of funds). Interested applicants need to e-mail their duly filled application form, scanned documents pertaining to educational qualifications, relevant experience, age proof, essential qualifications as a single PDF file with e-mail subject marked as "Application for Assistant Incubation Manager for Navyug Navachar Foundation" to (nnf@ietlucknow.ac.in) latest by 02<sup>nd</sup> May 2026.

### **1. Assistant Incubation Manager (01 No):**

The Assistant Incubation Manager shall be involved in understanding and providing for the needs of the incubated 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**

1. Work closely with the Manager, Incubation Center to ensure the day-to-day smooth running of the incubator.
2. Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
3. Manage the day-to-day interaction with the Incubatees and provide continued incubation support to entrepreneurs.
4. 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.
5. Support Startups and spread culture of Innovation.
6. Collaboration, Fundraising, Business Development for the Incubation Centre.
7. Forge strong Partnerships with local Industry to support Incubatees and Incubation Center.

8. Gathering relevant information for any grants/fundings available.
9. Development of content for proposal database and presentations for meetings.
10. Write content for Social-Media, Website, Press Releases, Reports in Hindi & English.
11. Planning and overseeing new Marketing, Branding and Eventing initiatives.

#### **Desired Candidate Profile**

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

#### **Emolument**

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

#### **Terms and Conditions:**

1. The above position is purely temporary basis, for six months only and may be extended on the basis of satisfactory performance and availability of funds.
2. The appointment can be terminated with one-month prior notice given by the NNF. Similarly, candidate can also give prior notice of one month before leaving the job or has to deposit one-month's emolument.
3. Candidates are required to appear for the interview with a copy of the application form, two passport size photos, curriculum vitae, testimonials and all relevant original certificates with one set of self-attested photocopies of the testimonials.
4. No TA/DA is permissible for appearing in interview.
5. Mere, possessing the prescribed qualification or meeting minimum eligibility criteria does not ensure that the candidate would be called for Interview. The Candidates will be shortlisted on the basis of merit, relevant experience and need of the project. Short-listing criteria may be higher than the minimum eligibility.
6. Selected candidates will not be permitted to claim for any regular/part time appointments in this institute or any other institutes during this period.
7. Canvassing in any form will disqualify the candidature.

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

**Application form for the position of.....**

1. Full Name of the candidate (In Block Letters) :
2. Father's/Husband's Name :
3. Mother's Name :
4. Gender :
5. Category :
6. Marital Status :
7. Nationality :
8. Permanent Postal Address :
9. Current Address :
10. ID No. of any Govt. Issued Id Card (Attach copy):
11. Mobile No. :
12. Email ID :
13. Date of Birth (dd/mm/yyyy) :
14. Age (As on date of advertisement) :      Years      month(s)
15. Current Designation :
16. Current Employer's Full Address with contact email and phone number:

Paste self  
attested Recent  
Photograph

**17. Educational Qualification (attach a copies of certificates):**

S. N	Examination	Class/ Degree	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentag e of marks obtained
1.	10 <sup>th</sup>						
2.	12 <sup>th</sup>						
3.	Graduation						
4.	Post graduation						
5.	Others (if any)						

**18. Training details relevant to the position applied (attach copies of certificates):**

S. N	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

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19. Total Professional Experience: \_\_\_\_\_ Years \_\_\_\_\_ month(s)

20. Details of Professional Experience (Starting from latest\*\*)(attach copies of experience certificates):

S.N	Designation	Organization	From (m m/yyyy)	To (mm/yyyy)	Summary of Services provided	Salary Drawn
1						
2						
3						
4						
5						
6						
7						
8						

\*\*Attach 3-month recent salary certificate /slip/bank statement

21. Write a brief note describing why would like to be associated with Navyug Navachar Foundation

22. Languages proficiency: (please tick✓)

S. N	Language	Read	Write	Speak
1				
2				
3				
4				

23. Computer proficiency:

S.N	Program/Software/Applications	Excellent	Good	Average
1				
2				
3				
4				

**24. Names and addresses of two persons from whom we may seek reference about you:**

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

S.N	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

**25. Do you have any criminal or corruption charges against you? (If yes furnish details):**

**26. Have you ever been arrested, indicated or summoned into court as defend and in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details):**

**27. Have you ever been discharged or forced to resign from any position? (If yes furnish details):**

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to Navyug Navachar Foundation to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by Navyug Navachar Foundation would render dismissal and termination of my candidature/ service/contract apart from other

**Date:**

**Place**

**Signature of the Candidate**

**IMPORTANT Notes:**

- 1. The resume and self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that applications without self-attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.**