

**UDHMODYA FOUNDATION**  
**(University of Delhi)**  
**REGISTRAR, DELHI 110007**

Ref No.: BM-01/Rec/2025

Date: 01.04.2025

**ADVERTISEMENT Inviting Applications for the post of Incubation Operations  
Manager Udhmodya Foundation at the University of Delhi**

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

<b>S. No.</b>	<b>Name of the Post</b>	<b>Mode of Selection</b>	<b>Total Number Of Posts</b>	<b>Maximum Age Limit</b>
1.	Incubation Operations Manager	Direct	1	50 years as on date of advertisement

For complete details, general instructions, eligibility criteria etc., please visit the University of Delhi website [www.du.ac.in](http://www.du.ac.in).

**Recruitment Rule for the Incubation Operations Manager**

**Eligibility Criteria: Education and other qualification required for hiring:**

Any Postgraduate (preferably MBA or PGDBM in Entrepreneurship/Master's degree in any discipline; with preferably a specialization in Entrepreneurship/venture development/MBA-IEV or equivalent) or related area in management from a recognized University with 3 to 5 years of work experience in relevant field preferably in Start-up Incubation Ecosystem, or administration in the educational institution having incubator with experience in facility management, regulatory matters, finance etc. Should possess excellent communication & interpersonal skills.

**How to apply:**

The applicants interested to apply for the post of **Incubation Operations Manager** are required to apply online through the University of Delhi website ([www.du.ac.in](http://www.du.ac.in)) under the head "Work with DU->Jobs and Opportunities", using the link < <https://forms.gle/FsNg3pqU5meCiq9CA> >.

In case of any queries please write to <[operations@uf.du.ac.in](mailto:operations@uf.du.ac.in)>.

### **Nature of Duties:**

- Plan and run various entrepreneurship support programs like pre-incubation, incubation, acceleration etc.
- Support the leadership team in creating policies and SOPs for various programs with clear vision, objectives, and deliverables.
- Prepare and submit proposals to secure funds for start-ups (grants, donations, etc.) from Government, Corporate/CSR, and other supporters.
- Manage and administer the received grants/donations effectively, ensuring timely reporting and compliance.
- Manage the operating budget for the Udhmodya Foundation, ensuring budgetary control, management reviews, and reporting in line with established parameters.
- Select and on-board entrepreneurs, industry projects, and start-ups as per their alignment with the programs of the Udhmodya Foundation.
- Ensure the incubator operates smoothly daily.
- Develop and implement the overall incubation structure and process.
- Regularly organize workshops, hackathons, events, etc., as part of incubator operations.
- Interact and maintain relationships with portfolio companies, students, and/or faculty enrolled in Udhmodya Foundation's programs.
- Build and manage relationships with domain experts, investors, and entrepreneurs for targeted mentorship.
- Work with nodal officers across DU colleges to sustain year-round engagement and foster entrepreneurship.
- Taking part in the Due Diligence activities as a part of the screening process of the start-ups.
- Responsible for conducting meetings, Minutes of Meeting, committee coordination.

### **Salary:**

**Current - Rs. 6,60,000.00 to Rs. 9,60,000.00 per annum as per credentials of the candidate.**

### **General Instructions:**

1. Candidates fulfilling the eligibility criteria may apply online through the link provided on the University of Delhi website.
2. The last date of receipt of application is 11.04.2025.
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 candidates to monitor the same.

5. Company reserves the right to reject any application or all the applications without assigning any reasons thereof.
6. Eligibility of a candidate to the post will not automatically mean that she/he will be shortlisted and called for the interview. No request in this regard shall be entertained for review etc.
7. Shortlisted candidates will be informed for further recruitment process through registered emails only.
8. The selected candidate will be expected to join as soon as possible but not later than two months from the date of Offer of Appointment.
9. The decision of the management of the Udhmodya Foundation shall be final in all matters related to this selection and eventual recruitment.