



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

Ref No.: BM-01/Rec/2022

Date: 28.12.2022

**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 areas in management from a recognized University with 3 to 5 years of work experience in relevant field preferably in Startup Incubation Ecosystem, or administration in the educational institution having incubator with experience in facility management, regulatory matters, finance etc.

**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/b9P98DsduQKysMhB8> >. In case of any queries please write to <[office@uf.du.ac.in](mailto:office@uf.du.ac.in)>.



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**Nature of Duties:**

- Facilitate the entire incubation process for startups; from selecting, on-boarding, and managing the process.
- Taking care of the entire co-working space as a community manager.
- Working closely with the incubated start-ups and use the co-working space in identifying their needs and addressing them with the right support.
- Taking part in the Due Diligence activities as a part of the screening process of the startups.
- SPOC for startups on-boarded for Incubation.
- Responsible for MOM, committee coordination, conducting meetings.
- SPOC with industry experts & mentors.
- Managing schedule of incubation & promotional activities and programmes.
- Keeping and managing track of compliances of start-ups & incubation Centre including regulatory and legal matters.
- Co-ordination with other stakeholders for smooth functioning.

**Salary:**

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

**Period of Probation, if any:**

6 months

**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 15.01.2023.
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 reason 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.



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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.