

Advertisement for the post of “Assistant Manager- Incubation”

IIEC, IIT Gandhinagar is seeking applications for dynamic, entrepreneurial and dedicated individuals to join the team at the IIT Gandhinagar Innovation and Entrepreneurship Center (IIEC). Established as a Section 8 Company in 2015 by IIT Gandhinagar, the IIEC focuses on supporting early-stage start-ups in their entrepreneurial pursuits. The selected incumbent shall work on strengthening and expanding the startup promotion initiatives of IIEC.

Key Responsibilities:

- Expand the startup pool under different programs.
- Identify funding opportunities to expand the base of start-ups and also the support system required to accelerate the growth of the start-ups.
- Prepare and review proposals, agreements, develop reports highlighting key actions and achievements that can be shared with different stakeholders.
- Support in outreach activities to attract entrepreneurs, mentors, funders and other ecosystem enablers.
- Engage with supported startups to help them receive structured mentorship understand funding requirements and other support needed for growth.
- Track and monitor the progress of the supported start-ups.
- Support in technical and financial due diligence of the start-ups.
- Develop databases to capture key performance matrices.
- Develop and maintain active relationships and communication with other incubation centres, mentors, investors, exited start-ups etc.
- Support execution of different programs, meetings, events.
- Participate in external programs, attend meetings on behalf of IIEC

Key Performance Indicators:

- Growth of the number of new startups joining different programs.
- New Programs and expansion of existing activities and programs
- Growth in outreach activities and startup database.
- Growth in active mentor pool, investor network
- Enhanced user experience for IIEC stakeholders, including startups.
- Implementation of streamlined processes for faster turnaround of activities

Duration of Appointment: One year (may be extended further based on periodic performance evaluation of the candidate)

Consolidated Monthly Pay: Rs. 50,000 – 78,000

Eligibility Criteria:

- The applicant should be below 35 years of age as of the application start date.
- Must possess an undergraduate degree (BE/ B. Tech.) from a recognized Institution.
- Minimum two years of post-qualification experience in the incubation ecosystem
- Excellent communication and interpersonal skills and the ability to interact effectively with stakeholders, students, startups and potential collaborators.
- Excellent writing skills and adept knowledge of electronic communications and social media.
- Familiarity with software such as Microsoft Office, Google Docs, Database Management and presentation tools.
- Self-motivated, creative, positive and innovative thinker with good time management skills, including adherence to tight deadlines and a demonstrated ability to work in a diverse team.
- Organised, systematic and able to prioritise, schedule and perform complex tasks on time.

How to apply:

Application Procedure: Interested candidates may apply through [this application form](#). Shortlisted candidates will subsequently be invited for an interview. Informal inquiries by email are welcome and can be sent to: iiec@iitgn.ac.in

Deadline to apply: Midnight on August 25th, 2026