



Confederation for Research Entrepreneurship and Technology Enablement **CREATE**, Incubation Center  
(A Section 8 Company) under the aegis of  
भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ  
Indian Institute of Information Technology, Lucknow  
(An Institute of National Importance by Act of Parliament)

## RECRUITMENT NOTICE 2025

The Confederation for Research Entrepreneurship and Technology Enablement (CREATE), the Incubation Center, Indian Institute of Information Technology, Lucknow (IIIT Lucknow) invites applications for the mentioned post:

S. No.	Designation (No. of Posts)	Link to apply for the post
1.	Incubation Manager (01 post)	<a href="#">CREATE Recruitment: Application for Incubation Manager - Google Forms</a>
2.	Assistant Manager (Administration) (01 post)	<a href="#">CREATE Recruitment: Application for Assistant Manager (Administration) - Google Forms</a>
3.	Assistant Manager (Accounts and Finance) (01 post)	<a href="#">CREATE Recruitment: Application for Assistant Manager (Accounts &amp; Finance) - Google Forms</a>

The **last date to apply is September 14, 2025**. Date of interview will be communicated via email to the shortlisted candidates. For any query, Contact: [incubation.office@iiitl.ac.in](mailto:incubation.office@iiitl.ac.in)

**Faculty In-Charge  
CREATE**



# **Confederation for Research Entrepreneurship & Technology Enablement (CREATE) Incubation Center**

## **Recruitment Details (2025)**



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, LUCKNOW**

**(An Institute of National Importance by the Act of Parliament)**

**Chak Ganjaria, C.G. City, Ahmamau-226002**

## **Qualification & Eligibility**

Confederation for Research Entrepreneurship and Technology Enablement (CREATE), the Incubation Center at Indian Institute of Information Technology, Lucknow (IIIT Lucknow) invites applications for the following post:

- a. Incubation Manager
- b. Assistant Manager (Administration)
- c. Assistant Manager (Accounts and Finance)

The eligibility criteria for these posts in CREATE, Incubation Center, IIIT Lucknow are mentioned below. These posts are purely on contract basis and will be offered for a period of 1 year (extended up to two years based on performance) and renewal based on satisfactory performance.

### **a. Post- Incubation Manager (Vacancy-01)**

#### **Job role:**

The Incubation Manager will be responsible for overseeing the day-to-day operations of the CREATE Incubation Center, IIIT Lucknow. The Incubation Manager will ensure the smooth functioning of the center and will be accountable for the successful planning, execution, and monitoring of various programs, projects, and initiatives that foster innovation, entrepreneurship, and startup growth.

#### **Key Roles & Responsibilities**

- i. Oversee the entire incubation process – from identifying potential startups to mentoring and guiding them until successful graduation.
- ii. Develop and implement strategies to attract and recruit promising startups, including marketing, outreach, and partnership efforts.
- iii. Identify, coordinate, and facilitate mentorship opportunities for startups through mentor meetings, workshops, and networking events.
- iv. Manage the incubation center's budget and ensure financial goals and reporting requirements are met.
- v. Build and maintain strong relationships with external stakeholders such as investors, industry leaders, government bodies, and ecosystem partners.
- vi. Provide startups with guidance and support in business planning, fundraising, product development, and market strategies.
- vii. Monitor and evaluate incubation programs, services, and startup performance; recommend and implement improvements.
- viii. Ensure compliance with institutional, financial, and legal regulations.

#### **Eligibility & Experience**

- i. Postgraduate degree from a recognized institution/university in Business Administration, Engineering, Science, Management, Commerce, Economics, or related fields.
- ii. Minimum 5 years of experience in startup incubation, innovation management, or a managerial role in MNCs/startup ecosystems.
- iii. Strong understanding of the startup ecosystem, with knowledge of fundraising, business planning, and product development.

## **Skills & Competencies**

- i. Excellent communication, networking, and interpersonal skills to engage with diverse stakeholders.
- ii. Proven ability to manage budgets and financial resources effectively.
- iii. Demonstrated expertise in marketing, outreach, and startup recruitment.
- iv. Strong leadership and team management skills, with the ability to inspire and guide startups.
- v. Knowledge of accounting and financial tools will be preferable.

## **Compensation**

The maximum remuneration will be 8 lakhs (consolidated) per annum. The final offer may vary depending on the candidate's qualifications and experience, and shall be subject to the approval of the competent authority.

## **b. Post-Assistant Manager (Administration) (Vacancy-01)**

### **Job Role**

The Assistant Manager (Incubation & Administration) will be responsible for managing and supporting the operations of the CREATE Incubation Center, IIT Lucknow. The incumbent will work closely with the Incubation Manager to design, implement, and manage programs and initiatives that support the growth and success of startups incubated at the center.

### **Key Roles & Responsibilities**

- i. Support the Incubation Manager in developing and implementing programs and initiatives to nurture and scale incubated startups.
- ii. Coordinate and manage the day-to-day operations of the incubation center, including facilities, events, and program delivery.
- iii. Identify and evaluate potential startups for incubation.
- iv. Assist startups in preparing business plans, pitch decks, fundraising, and business development material.
- iv. Provide guidance to startups in product development, marketing, and fundraising strategies.
- v. Develop and maintain strong relationships with external stakeholders, including investors, mentors, and service providers.
- vi. Conduct research and analysis on emerging trends, policies, and best practices in the startup ecosystem.
- vii. Contribute to fostering a collaborative, innovative, and supportive culture within the incubation center.

### **Eligibility & Experience**

- i. Graduate degree in Business, Commerce, Economics, Entrepreneurship, Science, Technology or related fields.
- ii. Minimum 2 years of experience in a reputed organization/institution.
- iii. Strong project management skills, with the ability to manage multiple projects and priorities effectively.

## **Skills & Competencies**

- i. Excellent interpersonal and communication skills with the ability to engage effectively with diverse stakeholders.
- ii. Strong analytical and problem-solving abilities.
- iii. Knowledge of the startup ecosystem, including business development, fundraising, and market analysis.
- iv. Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).

## **Compensation:**

The maximum remuneration will be 4 Lakhs (consolidated) per annum. The final offer may vary depending on the candidate's qualifications and experience, and shall be subject to the approval of the competent authority.

## **c. Post-Assistant Manager (Accounts and Finance) (Vacancy-01)**

### **Job Role**

The Assistant Manager (Accounts & Finance) will be responsible for managing and supporting the accounting and financial operations of the CREATE Incubation Center, IIIT Lucknow. The incumbent will work closely with the Incubation Manager and Assistant Manager (Incubation & Administration), and will play a key role in handling accounts, taxation, and finance-related matters to support the successful implementation of programs, projects, and initiatives at the center.

### **Key Roles & Responsibilities**

- i. Oversee day-to-day financial operations, including budget creation, expense tracking, financial analysis, and ensuring adherence to financial guidelines.
- ii. Maintain accurate and up-to-date financial records, reconcile bank statements, and monitor cash flow.
- iii. Prepare grant proposals and funding applications; manage grants and funds received; ensure compliance with funding requirements and reporting obligations.
- iv. Develop financial plans and forecasts, provide insights and recommendations for strategic planning, and monitor financial performance against targets.
- v. Ensure compliance with financial regulations, taxation requirements, and accounting standards; coordinate internal/external audits and implement corrective actions.
- vi. Facilitate effective communication and coordination between finance and other functional units of the incubation center.

### **Eligibility & Experience**

- i. Graduate degree in Commerce, Accounting, Finance, or related fields or CA inter or professional certification (e.g., CPA, CMA).
- ii. Minimum 2 year of relevant experience in accounting or financial management, preferably in an incubation center, academic institution, or reputed organization.
- iii. Strong understanding of accounting principles, taxation, and financial analysis techniques.
- iv. Proficiency in accounting software and financial management tools (e.g., Tally, Busy).

## Skills & Competencies

- i. Excellent communication and interpersonal skills, with the ability to collaborate across diverse teams.
- ii. Strong analytical and problem-solving abilities.
- iii. Ability to work independently as well as in a team, with a proactive and result-oriented approach.
- iv. Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- v. Candidates must possess working knowledge of relevant government rules and compliances, including but not limited to GST (Goods and Services Tax) rules and filing procedures, GFR (General Financial Rules) for procurement, outsourcing, and financial management, and Rules and guidelines issued by funding agencies (DST, ICSSR, AICTE, etc.), and any other statutory and financial regulations applicable to projects, training programmes, and incubation center operations.

## Compensation:

The maximum remuneration will be 4 lakhs (consolidated) per annum. The final offer may vary depending on the candidate's qualifications and experience, and shall be subject to the approval of the competent authority.

## How to Apply

1. **Mode of Application:** Applications must be submitted **online only** through the following Google Form. Applications submitted through any other mode will not be accepted.

S. No.	Designation (No. of Posts)	Link to apply for the post
1.	Incubation Manager (01 post)	<a href="#">CREATE Recruitment: Application for Incubation Manager - Google Forms</a>
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3.	Assistant Manager (Accounts and Finance) (01 post)	<a href="#">CREATE Recruitment: Application for Assistant Manager (Accounts &amp; Finance) - Google Forms</a>

2. **Advertisement & Details:** The detailed advertisement and eligibility criteria are mentioned above. Applicants are advised to carefully read the eligibility requirements before applying.
3. **Application Copy:** After submission, candidates are advised to retain a copy of the completed application form for their records.
4. **Communication of Queries:** For any queries related to the application process, candidates may contact: [incubation.office@iiitl.ac.in](mailto:incubation.office@iiitl.ac.in)

5. **Deadline:** The last date for submission of applications is September 14, 2025. Late or incomplete applications will not be considered.
6. **Selection Process:** Shortlisted candidates will be notified through email/website announcement. The selection process may include a written test and/or presentation, followed by a personal interview. The final results will be announced through email to the selected candidates

### **Checklist Before Applying**

Candidates must ensure that they have the following documents/information ready before filling out the Google Form:

- i. Updated Resume/Curriculum Vitae (CV) in PDF format.
- ii. Recent Passport-size Photograph (JPG/PNG/PDF).
- iii. Educational Certificates (Degree/Mark sheets) in a single PDF (if required).
- iv. Experience Certificates/Letters (if applicable).
- v. Details of Professional Certifications (if any, e.g., CA, CMA, MBA, etc.).
- vi. Valid Government-issued ID Proof (e.g., Aadhaar, PAN, Passport).
- vii. Contact details of two references (Name, Designation, Organization, Contact Number/Email) in case on Incubation Manager post.

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