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

Recruitment Details (2026)

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), Incubation Center, Indian Institute of Information Technology, Lucknow (IIIT Lucknow) invites applications for the following post:

a. Incubation Manager (Vacancy-01)
b. Assistant Manager (Vacancy-01)

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. The eligibility criteria for theses posts are mentioned below.

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 10 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 (Vacancy-01)

Job Role

The Assistant Manager will be responsible for managing and supporting the operations of the CREATE Incubation Center, IIIT 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 6 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)	CREATE Recruitment: Application for Incubation Manager - Google Forms
2.	Assistant Manager (01 post)	CREATE Recruitment: Application for Assistant Manager - Google Forms

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**

5. **Deadline:** The last date for submission of applications is November 23, 2026. 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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