

AIC-GBU INCUBATION COUNCIL



Gautam Buddha University

Gr. Noida-201312, UP, India



alc-gbuic@gbu.ac.in



https://gburif.org

Advt. No. AIC-GBUIC/Recruitment/2026/001



Start Date: 08th July, 2026



Last Date: 29th July, 2026

AIC-GBU Incubation Council, a Section 8 Not-for-Profit Company under Gautam Buddha University invites application for the following contractual posts.

SN	Name of the Post	Remuneration	Total Post	Age Limit
1	Chief Executive Officer (CEO)	Rs. 1,20,000/pm	01	40
2	Manager	Rs. 50,000/pm	01	30



For more details, visit:
www.gbu.ac.in | https://gburif.org

Director
AIC-GBUIC

Start Date for Apply

Wednesday, July 08, 2026 - 10:00

End Date for Apply

Wednesday, July 29, 2026 - 17:00

Advertisement for recruitment of CEO and Manager Positions in Atal Incubation Centre-GBU Incubation Council (AIC-GBUIC)

Advertisement No.-AIC-GBUIC/Recruitment/2026/001

AIC-GBUIC is a 'not for profit' Company of Gautam Buddha University (GBU), invites applications for AIC- GBUIC established at GBU, Gr. Noida-201312.

1. Chief Executive Officer (CEO) - 01 Position
2. Manager - 01 Positions

AIC-GBUIC supported by Atal Innovation Mission, NITI Aayog aims to support and encourage innovative technology-based start-ups offering technology support and guidance through its academic mentors and experts, state of the art infrastructure and networking through GBU and its alumni.

Applications are invited for the 01 position of Chief Executive Officer (CEO) and 01 position of Manager for AIC-GBUIC and details are given below:

SN	Position	Qualification/Experience	Age	Remunerations
1	CEO (1 Post)	Essential: 1 st division in B.Tech or 1 st division in Masters Degree in management / Engineering / Sciences with 5 years of experience in Administration of incubation or Innovation/ Startup /Technology deployment in related	Not more than 40 years as on the last date of submission of online application.	The remuneration is negotiable and would be commensurate with the qualifications and experience for the right candidate

SN	Position	Qualification/Experience	Age	Remunerations
		<p>institution.</p> <p>Desirable:</p> <p>At least 2 years' experience in Incubator Setup or Start-up experience in technology domain. Preference would be given to those who have worked for Science and Technology driven start up incubation centers in senior management position.</p>		<p>subject to a maximum consolidated amount of Rs.1,20,000/- per month. (Consolidated, all inclusive)</p>
2	Manager (1 Post)	<p>Eligibility:</p> <p>1st division in Master's in Management/ related areas, with 2 years of experience in Administration and/or managing Financial activities / Marketing / Business Development in Innovation / Investment in Technology or Innovation / Incubation / Startup / Entrepreneurship / Government programs.</p>	Not more than 30 years	<p>The remuneration is negotiable and would be commensurate with the qualifications and experience for the right candidate subject to a maximum consolidated amount of Rs.50,000/- per month. (Consolidated, all inclusive)</p>

SCOPE OF WORK

1. CHIEF EXECUTIVE OFFICER (CEO)

- i. The CEO shall be appointed under the AIC-GBUIC a '*not for profit*' Company, incorporated specifically for establishing Incubation Centre. The CEO shall work with and report to the Board of Directors AIC-GBUIC. The AIC-GBUIC is formed to promote and support start-ups in various sectors like health, IT, energy/environment, food/ agriculture, rural technologies, and other areas.
- ii. The CEO will be responsible for the operations of the incubator including but not limited to the planning its strategic growth through various programs, creating progress and impact matrix and plan for strategic collaborations with other eco systems. Create plan to make AIC-GBUIC a self-sustainable incubator.
- iii. Create plans/programs according to the potential of the start-ups (early-stage or mature), assist them writing business plans, keep track of the Incubation process

- and stage; analyze financial statements, forecasts and funding requirements for helping the incubates prepare proposals for funding.
- iv. The CEO will be responsible to develop the mentor network (Technical, financial and marketing) for the Incubator and work with them to make the Incubated venture successful.
 - v. The CEO will be responsible for developing assisting platforms within the incubator like legal, patent, financial service etc. for helping the incubates/start-ups.
 - vi. The CEO will be responsible for creating valuation matrix of the all the incubates/start-ups.
 - vii. The CEO will be responsible to organize Programs on: Innovation and Incubation, in coordination with GBU for running creating outreach programs to involve GBU faculty/Students in various programs of AIC-GBUIC.
 - viii. The CEO along with Manager will spear head the strategical alliances with various stakeholders (industry or government institutions) for raising funds for AIC-GBUIC.
 - ix. The CEO will comply with any job assigned by the Board of Directors, AIC-GBUIC.
 - x. The CEO will work with Manager and with the Board of Directors on setting up the seed funding for the start-ups.
 - xi. The CEO should be willing to travel, if needed.

2. MANAGER

- i. The manager will be responsible for creating financial compliance/service reports for smooth functioning of AIC-GBUIC.
- ii. The manager will be responsible for creating legal assistance/patent services for start-ups.
- iii. The manager independently or under supervision will do various activities of installation, operations, upkeep and maintenance of AIC-GBUIC facilities.
- iv. The manager will be responsible for keeping records of maintenance, assets and stocks.
- v. The manager will be responsible to supervise contracted services, collect feedback, track performance and ensure service quality and maintain inventories of supplies and assets.



- vi. The manager will be responsible for administrative, operative functions and coordinate the implementation of projects and activities of AIC-GBUIC.
- vii. The manager will be involved in administrative and other activities which require additional involvement.
- viii. The manager should be willing to travel, if required.
- ix. The manager will assist the CEO in preparing various reports, as and when required.
- x. The manager will comply with any work assigned by the Board of Directors, AIC-GBUIC.

GENERAL INFORMATION AND INSTRUCTIONS

1. The above-mentioned positions will be purely on contractual basis for 12 months initially and may be renewed further subject to satisfactory performance every year up to maximum 2 years.
2. **There is an Application Fees of Rs. 1000 for CEO and Rs. 500 for Manager which can be paid only through Demand Draft in the name of: AIC-GBU Incubation Council, Branch: PNB GBU Campus, Gr Noida.**
3. The engagement can be terminable from either side, with 30 days' notice or salary in lieu thereof.
4. The Interested candidates may submit their candidature in the detailed bio-data and self-attested photo copies of educational qualification, experience and requisite fees.
5. Hard copy of bio-data and self-attested copies of educational qualifications and experience must reach **"The Director, S-16, AIC-GBUIC, Administrative Building, Gautam Buddha University, Gr Noida, New 201312 through registered/speed post only on or before 5:00 PM, 29July, 2026.**
6. Candidates are also required to make a **single pdf file** of the submitted detailed bio-data and self-attested copies of educational qualifications and experience and send the same by email to the AIC- GBUIC at email id aic-gbuic@gbu.ac.in **on or before 5:00 PM, 29July, 2026.**
7. Applications received after the last date due to postal delay or any other reasons will not be considered.

8. Candidates employed in Govt./Autonomous Bodies/PSUs service should send their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, an advance copy of the application should be sent so as to reach above mentioned addressee **on or before 5:00 PM, 29 July, 2026**. All such candidates are required to produce 'No Objection Certificate' at the time of interview.
9. All the original documents in support of the eligibility will have to be produced at the time of interview for verification.
10. No TA/DA will be provided, and the candidate has to bear all the expenses for attending the interviews.
11. These recruitments are purely depending on AIC grants of Niti Aayog. The appointments shall be done only on receiving this grant.
12. The selected candidate will be informed separately. A formal offer letter will be offered to the selected candidates. The selected candidate will be required to join within 30 days of date of the offer by AIC-GBUIC.

For any queries, Candidates can write to: aic-gbuic@gbu.ac.in
The Director
AIC-GBUIC

