IIM Lucknow Enterprise Incubation Centre

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

NOIDA Campus @B1, Institutional Area, Sector 62, NOIDA- 201307

VACANCY
NOTIFICATION

(CALL FOR APPLICATIONS)

Subject – Recruitment for the position of Executive-Operations (on consultant Role) for Smart City

IIML-EIC is hosted by IIM Lucknow supported by NSTEBD, DST, GOI and UP Government.
IIML- EIC invites applications from the interested and eligible candidates for the selection of project-based profile to handle end-to-end incubation and operation Management of SMART SEED – Indore Smart City Incubation Centre located at Indore, MadhyaPradesh**.** The vacancy is proposed to be filled-up purely on contract basis (consultant role) initially for a period of 1 year, which may be considered further for extension basis the performance and need every year.

The details are as follows-

Post- Executive- Operations

Location: Indore, MadhyaPradesh [**The position involves travel as per the project requirement**]

Job Description & Key Responsibilities

The selected candidate will support the setup and day-to-day operations of the Smart Seed Incubation Centre in Indore. The role involves managing incubation programs, coordinating startup onboarding, engaging with ecosystem stakeholders, and ensuring smooth operational functioning of the centre to support startup growth.

Key Responsibilities

- Support the establishment and operationalization of the Smart Seed Incubation Centre and ensure smooth functioning of the facility.
- Assist in designing and executing incubation programs, including outreach, scouting, evaluation, selection, and onboarding of startups.
- Work with incubated startups to track progress and facilitate mentorship, expert sessions, and capacity-building activities.
- Act as a SPOC for operational coordination, including space planning, infrastructure readiness, and stakeholder engagement.
- Maintain program documentation, compliance records, and progress reports for internal and external stakeholders.

Skills & Knowledge Requirements:
- Graduate from a reputed institute and/or Masters in relevant field
- Minimum of 1-3 years' experience in incubation, startup ecosystem, startup investment processes.
- Excellent communication & presentation skills.

Compensation:

The consolidated remuneration will be in the scale between Rs. 2.60 Lacs to Rs. 3.8 Lacs (all-inclusive).

General Conditions

- Submit your application using the below link:

  LINK: CLICK HERE

- Last date of submitting online application is 25ᵗʰ March,26 before Midnight.

- All the received applications for the said post will be shortlisted and only the shortlisted candidates will be invited through e-mail to appear in the interview on the scheduled date and time.

- The candidates have to produce their bio-data along with a set of photocopies in support of their educational qualifications, experience etc. at the time of the interviews. They should also bring all testimonial in original for verification purpose.

- There will be multiple rounds of interviews as deemed appropriate by the management.

- No TA/DA or any other incidental expenses will be reimbursed for attending the interview.

- Initial appointment will be for 1 year on contract renewable further subject to satisfactory performance of the incumbent and need of the IIML-EIC.

- The compensation will be decided out depending on qualification, experience, last drawn salary and relevant factors.

- Candidates are advised to visit the website of IIM Lucknow (www.iiml.ac.in)/ (www.iimlincubator.com) regularly for updation, amendments and corrigenda (if any). It will be placed on Institute website only.

- IIML-EIC reserves the right not to fill the above position, if it desires so.

- Canvassing in any form will be a disqualification.

MD, IIML- EIC
Indian Institute of Management- Noida Campus B-1, Institutional Area,
Sector-62, Noida