



GA DIGITAL WEB WORD PVT. LTD.

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Advertisement for the Post of Incubation Manager at IISER Bhopal

The Indian Institute of Science Education and Research Bhopal, the principal employer appointed M/s GA Digital Web Word Pvt. Ltd. for the deployment of manpower on a short-term basis through work outsourcing.

In this connection, M/s GA Digital Web Word Pvt. Ltd., invites applications from interested candidates along with Bio-data for the following position:

Post	Incubation Manager
No. of Posts	01 (One)
Essential Qualification	- Post Graduate in Science or Business Administration from a recognized, accredited and reputed Institute / University with minimum 60% marks. - OR - Graduate in Engineering / Technology / Pharmacy from a recognized, accredited and reputed Institute / University with minimum 60% marks, preferably (BE / B.Tech. / B. Pharm.).
Desirable Qualification	- Professional qualifications like CA / CS or LLB (with expertise in laws related to Intellectual Property Rights). - Ph.D. in Science / Technology Management or related fields.
Essential Experience	- Minimum two (2) years of relevant experience working with an Incubation Centre or Technology Innovation Hub of a reputed Academic / Research Institute. - OR - Minimum two (2) years of relevant experience in a Start-up / Entrepreneurship / Innovation ecosystem, managing or coordinating key activities related to Research, Innovation, Technology Transfer or Entrepreneurship.
Desirable Experience	- Good understanding of the innovation ecosystem, research and innovation grants, operations of an incubation centre, and programme coordination and management. - Understanding of Intellectual Property Rights (IPRs), with decent experience in Technology Transfer / Licensing. - Knowledge and experience of Incubation ecosystem, start-up funding, and operations of Incubation Centre - Familiar with Scientific Research, Innovation, Intellectual Property Rights and Technology Transfer with a reputed Research Institute. - Ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities / institutions, industry experts, associations, state & central government and investors. - Familiar with designing and coordinating Incubation & Acceleration Programs, and Networking events to facilitate Start-up ecosystem (Academic Incubators preferred).

	• Proficiency in MS Office especially Presentation skills, Excellent written and verbal Communication Skills. • Hands-on experience with Design tools, AI Tools and social media for content creation, reporting & outreach. • Self-driven, enthusiastic, willing to travel, punctual, entrepreneurial and aggressive, mentorable, adaptive with excellent planning skills.
Period of Requirement	• The position will be purely on contract basis initially for a period of one (1) year, with a provision for extension / renewal based on satisfactory performance and as per the terms and conditions of the organization/IICE. Performance will be reviewed on a half-yearly / annual basis.
Pay / Gross Salary	• Up to Rs. 62,730/- per month (gross consolidated pay), with a provision for an annual increment, as applicable, upon renewal of services based on satisfactory performance.
Nature of Post	• The position is purely contractual and temporary, initially for one (1) year, and may be extended / renewed based on satisfactory performance and the terms and conditions of the organization/IICE.

Job Responsibilities

- To manage and run day-to-day operations, planning and managing events, and smooth functioning of the Incubation Centre, NIDHI- Technology Business Incubator (TBI)- Innovation and Incubation Centre for Entrepreneurship (IICE).
- Work closely with the Chief Executive Officer (CEO) to design, develop and run various Programs of Incubation and Acceleration, develop vision & strategy and define business model to achieve the objectives of NIDHI- Technology Business Incubator (TBI)- Innovation and Incubation Centre for Entrepreneurship (IICE).
- Develop and execute strategy for outreach, scouting, evaluating, selection and on-boarding of quality and innovative start-ups, and plan of engagements for continuous improvement.
- Manage incubation facilities, assist the incubates in structured utilization of incubation facilities and resources.
- Have good understanding and access to the entrepreneurship ecosystem to provide high-quality mentorship, advisory support and investors connect to entrepreneurs.
- Manage regular interaction with the Start-ups and facilitate strategic guidance or connects in areas such as business modelling, fundraising, overall GTM strategy, operations *etc.*
- Organize seminars, hands-on training workshop, mentoring sessions and demo days for incubated start-ups and aspiring entrepreneurs.
- Work on the brand building and brand positioning of NIDHI- Technology Business Incubator (TBI)- Innovation and Incubation Centre for Entrepreneurship (IICE) through vibrant social media and publishing start-up success stories.
- Work on Financial and Project Management, Corporate Social Responsibility (CSR) proposals, Government funding opportunities and Technology Transfer activities.
- Participate in events and activities to represent NIDHI- Technology Business Incubator (TBI)- Innovation and Incubation Centre for Entrepreneurship (IICE) and incubatee startups at regional and national fora, as and when delegated.
- Develop a strategy to promote the incubation Centre, create a wider pipeline of incubation applications, and attract investors and industry partners to enrich the ecosystem.
- Keep records of data and updated information to prepare progress report and presentations to the Managing Committee of NIDHI- Technology Business Incubator (TBI)- Innovation and Incubation Centre for Entrepreneurship (IICE) as well as external stakeholders from time to time.

- Manage and coordinate with incubate startups and other stakeholders on agreements / partnership related documentation as per legal framework.

How to Apply:

Please submit the duly filled online application form (Google Form) on or before 5.00 PM on 02 November, 2026 available at Google Form Link: <https://forms.gle/7zTywihXGpPAXkHt7>.

Self-attested copies of certificates / mark sheets and other testimonials must also be submitted by email to office.gadmp@gmail.com. Only shortlisted candidates will be called for a Trade Test / Skill Test / Demonstration and/or Personal Interaction. No TA / DA will be paid for attending the selection process.

The original certificates/mark sheets and other testimonials are to be produced for verification at the time of the Trade Test/Skill Test/Demonstration and/or Personal Interaction.

General Terms and Conditions:

1. This is a temporary contractual post initially for one (1) year and may be extended / renewed subject to satisfactory performance, as per the organizational norms/ Innovation and Incubation Centre for Entrepreneurship (IICE).
2. The outsourced employee shall be on the payroll of M/s GA Digital Web Word Pvt. Ltd.
3. The post is purely contractual and temporary.
4. The Company / Employer reserves the right to relax age, education, or any other qualifying criterion as per its requirement.
5. The post holder will have no right whatsoever to permanent employment/ regularization/ contract/ absorption.
6. The assignment can be terminated by either side with one month's notice time.
7. After the expiry of the term, employment shall stand terminated automatically unless the same is extended in writing.
8. The employee shall strictly observe the Code of Conduct and Rules & Policies prescribed by Innovation and Incubation Centre for Entrepreneurship (IICE) from time to time during the period of his/her deployment at the premises of our client IISER Bhopal.

Therefore, said Terms & Conditions are supplementary in addition to the terms of the appointment order/contract, which shall be issued to the eligible candidate.

M/s GA Digital Web Word Pvt. Ltd. reserves the right to reject or cancel any or all applications or cancel an appointment without assigning any reason.