**ADVERTISEMENT**

**Inviting Applications for Various Posts**

**AIC-AUD Center for Incubation, Innovation and Entrepreneurship (AIC-AUDF)**

**Dr. B. R. Ambedkar University Delhi**

**Ref No.: AIC-AUDF/Rec/2026**

**Date: 01.09.2026**

AIC-AUD Center for Incubation, Innovation and Entrepreneurship (AIC-AUDF) at Dr. B. R. Ambedkar University Delhi is a Section-8 (Not-for-Profit) Company established for the promotion of Innovation, Entrepreneurship, and Incubation activities. Applications are invited from eligible candidates for the following positions purely on a contractual basis:

| S. No. | Name of the Post | No. of Posts | Mode of Selection | Maximum Age Limit | Salary / Remuneration (Per Annum) |
|---|---|---|---|---|---|
| **1.** | Chief Executive Officer (CEO) | 1 | Direct (Shortlisting, Presentation & Board Interview) | Preferably below 50 years (flexible for right candidate) | ₹18,00,000.00 to ₹30,00,000.00 |
| **2.** | Incubation Operations Manager | 1 | Direct | Preferably below 50 years (flexible for right candidate) | ₹7,20,000.00 to ₹9,60,000.00 |
| **3.** | Accounts Officer | 1 | Direct | Less than 45 years as on last date of application | ₹3,60,000.00 to ₹6,00,000.00 |

**1. CHIEF EXECUTIVE OFFICER (CEO)**

- **Tenure:** Contract basis initially for one year, extendable on mutual consent.
- **Educational Qualification:** Postgraduate or higher in Management/ Science/Engineering, or related fields.

- **Experience:** Minimum 12 years of professional experience at a senior level, including at least 5 years leading a profit center with full P&L responsibility. Preferred: 5+ years in startup incubation, VC, or innovation ecosystems.
- **Key Responsibilities:** Strategic leadership, ecosystem building, revenue generation via CSR and grants, IP commercialization, and reporting to the Board of Directors.

**2. INCUBATION OPERATIONS MANAGER**

- **Tenure:** Contract basis initially for one year, extendable on mutual consent.
- **Educational Qualification:** Postgraduate Degree in any discipline or CA/LLB/CS. Desirable: Specialization in Entrepreneurship, Venture Development, or MBA-IEV.
- **Experience:** Minimum 3 years in the startup incubation ecosystem or educational institution administration with exposure to general management, finance, and regulatory matters.
- **Key Responsibilities:** Managing daily incubator operations, running pre-incubation/incubation programs, organizing events/hackathons, grant compliance, and startup onboarding.

**3. ACCOUNTS OFFICER**

- **Tenure:** Contract basis initially for one year, extendable on mutual consent.
- **Educational Qualification:** Bachelor's Degree in Commerce with minimum 55% marks from a recognized university.
- **Experience: Essential:** 5 years in finance and accounting post-qualification in Govt./Autonomous Bodies/Universities. Desirable: Experience in national projects, incubator operations, and facility management.
- **Key Responsibilities:** Day-to-day bookkeeping (Tally), TDS returns, payroll, bank reconciliation, PFMS/GeM handling, Section-8 compliance, GFR accounting, and coordinating with CAs/CSs.

**General Information & Application Process**

- **Location:** Dr. B. R. Ambedkar University Delhi Campus, Delhi.
- **Terms:** All appointments are purely contractual and do not confer any right to permanent absorption.
- **How to Apply:** Eligible candidates can apply by sending their detailed CVs on directoraic@aud.ac.in on or before 15 September 2026.

**Detailed qualification**

**POST - Chief Executive Officer (CEO)**

**Eligibility Criteria:** Education and Experience

- **Educational Qualification:** Postgraduate or higher degree in Management, Science, Engineering, or related fields.
- **Essential Experience:** Minimum of 12 years of professional experience at a senior level, including at least 5 years leading a profit center with full P&L responsibility.
- **Preferred Experience:** More than 5 years of relevant experience in Research Organizations, innovation ecosystems, startup incubation, venture capital, and industry collaboration.

**Key Responsibilities**

- **Strategic & Organizational Leadership:** Develop long-term roadmaps aligned with national and state innovation priorities; build and inspire a high-performance multidisciplinary team; set SOPs, KPIs, and data-driven monitoring frameworks (MIS dashboards).
- **Incubation & Ecosystem Building:** Scale pre-incubation, incubation, and acceleration programs; provide startups with market access, mentorship, and funding enablement via government schemes, angel networks, and VCs.
- **Research, IP & Tech Transfer:** Facilitate industry-sponsored projects, drive IP generation/protection, and establish licensing and tech-transfer revenue models.
- **CSR & Financial Sustainability:** Achieve financial self-sustainability for AIC-AUDF through diversified revenue streams (CSR funds, government grants, consulting, equity participation); ensure financial discipline and transparent budgeting.
- **Stakeholder Engagement & Governance:** Maintain active collaboration with the host University, Government Ministries, Corporates, and International bodies; ensure compliance with the Companies Act, taxation, and fiscal regulations.

**Compensation & Reporting**

- **Compensation / Salary Range:** ₹18,00,000.00 to ₹30,00,000.00 per annum
- **Reporting To:** Board of Directors / Chairman-BoD through a nominated Director.
- **Travel Requirement:** Domestic and International, as required.

**POST - Incubation Operations Manager**

**Eligibility Criteria:** Education and other qualifications required for hiring

- **Essential:** Postgraduate Degree in any Discipline or CA/LLB/CS.
- **Desirable**: Specialization in Entrepreneurship, Venture Development, MBA-IEV, or related area in Management from a recognized university or institution.
- **Experience:** Minimum of 3 years of work experience in a relevant field, preferably in the start-up incubation ecosystem or in administration within an educational institution having an incubator, with exposure to general management, regulatory matters, finance, etc.
- **Skills:** Excellent communication and interpersonal skills**.**

**Nature of Duties**

- Plan and run various entrepreneurship support programs like pre-incubation, incubation, acceleration, etc.
- Support the leadership team in creating policies and SOPs for various programs with clear vision, objectives, and deliverables.
- Prepare and submit proposals to secure funds for start-ups (grants, donations, etc.) from Government, Corporate/CSR, and other supporters.
- Manage and administer the received grants/donations effectively, ensuring timely reporting and compliance.
- Manage the operating budget for AIC-AUDF, ensuring budgetary control, management reviews, and reporting in line with established parameters.
- Select and onboard entrepreneurs, industry projects, and start-ups as per their alignment with the programs of AIC-AUDF.
- Ensure the incubator operates smoothly daily.
- Develop and implement the overall incubation structure and process.
- Regularly organize workshops, hackathons, events, etc., as part of incubator operations.
- Interact and maintain relationships with portfolio companies, students, and/or faculty enrolled in AIC-AUDF's programs.
- Build and manage relationships with domain experts, investors, and entrepreneurs for targeted mentorship.
- Work with university nodes/schools across Dr. B. R. Ambedkar University Delhi to sustain year-round engagement and foster entrepreneurship.
- Take part in Due Diligence activities as part of the screening process of the start-ups.
- Record minutes of meetings and coordinate committees.

**Salary**

- **Remuneration:** ₹7,20,000.00 to ₹9,60,000.00 per annum, as per the credentials of the candidate.

**POST- Accounts Officer**

**Eligibility Criteria:** Education and other qualifications required

- **Educational Qualification:** Bachelor's Degree in Commerce with a minimum of 55% from any recognized University in India.
- **Essential Experience:** 5 years of experience in Central/State Government, autonomous bodies, or universities after the qualifying degree in the area of finance and accounting.
- **Desirable Experience:**
    - Experience handling finance and accounts in national missions/national projects funded by government agencies.
    - Experience in the administration of facilities and assets.
    - Working experience in incubators/accelerators.

**Job Duties & Responsibilities**

- Knowledge of rules and regulations of a Section-8 company.
- Good understanding of the Government Accounting Structure and GFR for handling finances of the company.
- Generate monthly financial compliance, service, and management reports.
- Manage budgeting, fund planning, and coordinate the implementation of projects and activities at the incubation center.
- Coordinate directly with the CA and CS of the company.
- Handle work related to government portals including PFMS, GeM, etc.
- Manage banking operations and overall finances of the incubation center.
- Demonstrate good knowledge of Seed and VC fund management.
- Oversee payroll management and labor compliance.
- Manage bank reconciliation processes.
- Perform end-to-end Accounting and Bookkeeping (daybook, cash book, vouchers, etc.).
- Operate with a strong command of Tally accounting software.
- Handle data preparation for TDS returns.
- Utilize advanced knowledge of MS Office.

- Draft financial statements in compliance with applicable accounting standards, Income Tax rules, and provisions of the Companies Act 2013.
- Process invoices, handle petty cash, and maintain all key accounting records.
- Manage both soft and hard assets of the incubation center.
- Oversee incubation facility management, including office and co-working spaces.
- Execute any other tasks assigned by the CEO from time to time.

**Job Details & Remuneration**

- **Job Type:** Contractual
- **Location:** Delhi
- **Salary / Remuneration:** ₹3,60,000.00 to ₹6,00,000.00 per annum (commensurate with qualifications and experience of the candidate).