



**DTU-IIF**

# **DTU INNOVATION AND INCUBATION FOUNDATION**

[Pursuant to sub-section (2) of section 7 of the Companies Act, 2013 and rule 8 the Companies (Incorporation) Rules, 2014] *promoted by*

## **DELHI TECHNOLOGICAL UNIVERSITY**

*(Estd. By Govt. of NCT of Delhi vide Act 6 of 2009)*

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### **Inviting Applications for Incubation Associate Under NIDHI iTBI DST at DTU-IIF, Section 8 Company**

DTU Innovation and Incubation Foundation (DTU-IIF), is a subsidiary non-profit company of Delhi Technological University, Main Bawana Road, Shahbad Daulatpur, Delhi-110042. DTU-IIF focused on start-ups and innovations is currently established at DTU, under Delhi Government. Applications are invited for the position of Incubation Associate for DST's NIDHI i-TBI Project and details for the same are as follows:

#### **JOB DESCRIPTION:**

- Office Administration including routine office functions and processes ensuring the smooth day to day operations.
- Ensuring timely maintenance and upkeep of office infrastructure including repair and modifications as and when required
- Adherence to the institutional documentation norms and approval processes and always ensuring proper filing labelling and availability of all records.
- Timely dispatch of correspondence and follow-ups till completion of tasks.
- Managing program documentation and scheduling meetings
- Take part in the Due Diligence activities as a part of screening process and documentation of the startups and fund management etc.

#### **Essential Qualification:**

- Any postgraduate (preferably MBA or PGDM) with minimum 60% marks from a recognized university.
- Minimum 2 years of work experience in education institute/ startup Ecosystem/NGO or any other organization.

#### **Age Limit:**

35 years as on last date of application.

#### **Last Date of Application:**

17/11/2025



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### **Salary:**

Consolidated salary of Rs 35,000 to 42,350 per month depending on the qualification and experience of the candidate.

### **Selection Process:**

1. Received applications will be scrutinized by the designated committee constituted by the Competent Authority.
2. Eligible candidate based on the scrutinization process shall be called for personal interaction with selection committee.
3. The selected candidate shall be informed about the result through email.

### **Terms of Employment:**

The position is contractual and initially for one year or the duration for which the project lasts whichever is earlier. It will be extendable further for remaining duration of the project subject to satisfactory performance.

### **How to Apply:**

Candidates interested in applying for the Incubation Associate position under the NIDHI iTBI DST Project must apply online. There is no application fee. Candidates should complete the Google form available at the provided link.

<https://forms.gle/3dXiRhQRikVb7Du67>

**Chief Executive Officer**