



**IIM LUCKNOW ENTERPRISE INCUBATION CENTRE (IIML EIC)
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW**

Noida Campus at B1, Institutional Area, Sector 62, Noida- 201307

IIML EIC is hosted by IIM Lucknow, supported by NSTEED, DST, Government of India, and the Uttar Pradesh Government

VACANCY
NOTIFICATION

Subject: Recruitment for the position of Program Manager- Incubation (Consultant Role) on contract at IIML EIC

IIML- EIC invites applications from interested and eligible candidates for the selection of **one position (01) of Program Manager-Incubation** on contract for a period of 1 year, which may be considered further for extensions as per the project requirement & satisfactory industrial performance, and policy of the IIML EIC.

We are looking for a dynamic Program Manager to manage the existing Incubation program along with the development of new programs. The role involves operations & incubation support, ensuring startups receive the right strategic guidance and support.

Post- Program Manager-Incubation

Job Description & Key Responsibilities:

- To design, execute & run end-to-end Incubation & Startup Programs along with existing IIML EIC programs
- Manage the process of calling for startup applications, organize expert evaluations, manage legal paperwork, followed by startup onboarding ensuring strong engagement with all stakeholders.
- Prepare monthly and quarterly reports, track budgets, and manage compliance and documentation
- Maintain detailed records of the portfolio startups, track performance metrics, conduct regular review meetings with founders to assess support needs & recommend internal or external interventions to fill the gaps.
- Prepare startups for fundraising through focused training sessions, pitch deck reviews, mock investor pitches etc
- Managing day-to-day operation of the incubation centre
- To design and execute marketing strategies & promotional activities for various programs & events in guidance with department head

Skills & Knowledge Requirements:

- BTech or Masters in Business/Technology/or other related fields with the total 5+ years of experience
- Minimum of 3 years' experience in incubation, startup ecosystem, startup investment processes.
- Designing & execution of various startup programs in the past
- Strong attention to detail, excellent communication and collaboration skills
- Ability to manage multiple projects and meet deadlines

Compensation:

The consolidated remuneration will be in the scale between Rs. 6.00 Lacs to Rs. 9.00Lacs (all-inclusive) with a break-up available with the incubator as per IIML EIC's policy.

GENERAL CONDITIONS

- Submit your application as per the link: [Click Here](#)
- The last date of submitting the online application is 31st Dec,25, before 5:30 PM
- 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 biodata 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 testimonials in their original form for verification purposes.
- 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 project requirement & satisfactory industrial performance of the incumbent and the need of the IIML-EIC.
- The compensation will be decided 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 the 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**