Details of the recruitment for the Incubation cell 'Navankur Foundation', University of Lucknow.

1) **Job Title**- **Incubation Manager**, Navankur Foundation, a Section 8 Company of the University of Lucknow.
Number of Posts- 01
Nature of post- Contractual
Age limit- 21- 40 years as of the date of submission of the application.
Salary- Rs. 57700 pm. Consolidated
Eligibility Criteria:
Educational and other Qualifications
Essential: Postgraduate in Business Administration/ Engineering / Technology/ Pharmacy/CA/CS or equivalent.
Desirable: An MBA in Marketing /Finance / Entrepreneurship from a recognized, accredited, and reputed Institute/ University.
Preference will be given to an individual having experience in the industry/ related institutions, Start-up (as Founder/Co-Founder), and/ or an enabler of Start-up, Innovation, and entrepreneurship ecosystem by virtue of managing/ leading/ coordinating key activities or its flagship programs.
 Desirable Skills and Overall Profile:
 • A highly motivated individual with leadership and networking skills and looking to work in the start-up ecosystem.
 • Experience in leading/ coordinating key activities in an incubator/ accelerator
 • Overall understanding of the start-up incubation process and related challenges.
 • Strong execution skill set – including a focus on decision making, comfort with ambiguity, and ability to drive rapid "learn and implement" iterations, strong bias for action, and outcomes-based orientation.
 • Fluent in written and spoken English, with the ability to speak in front of an audience as and when deemed necessary.
 • Excellent skills in the entire Microsoft Office Suite (MS Word, PowerPoint, Excel, etc.)
Job Description
• To manage and oversee the Navankur incubation facility and Establish collaborations with other incubators, institutes, and industries
• To scout & evaluate startup ideas. He/She should be able to convert early-stage start-up ideas into growth enterprises in due course of time and make the incubation cell sustainable.
• To engage with key stakeholders to improve outcomes, build support, and secure resources
• Project administration and coordination as required
• Work with startups at the Centre according to the frameworks and mechanisms as outlined by the Incubator leadership team. Monitor business performance of portfolio start-ups, interface with other stakeholders, and provide industry connections.

• Regularly interact and coordinate with internal and external stakeholders to ensure program performance. Look for newer avenues of partnerships and bring the same to the leadership team for further action.

• Work towards overall startup community mobilization and outreach. Ensure that the program reaches out to relevant ecosystem stakeholders.

• Study key sectors and generate insights, use cases, and industry analyses for internal and external usage.

• Ensure smooth day-to-day overall functioning of the incubator, by coordinating with relevant team members.

• Actively participate in events, seminars, and workshops for building and sharing knowledge. Ensuring coordination with relevant team members within the organization.

2) Job Title- **Office Assistant**, Navankur Foundation, University of Lucknow.
Number of Posts- 01
Nature of post- Contractual
Age limit- Upto 21-40 years as on the date of submission of application.
Salary- Rs. 17,500 pm. Consolidated
Eligibility Criteria
Educational and Other Qualifications-
Graduate in any discipline, Well versed in report writing and documentation, Good working knowledge of computers, MS Office.
Job Responsibilities-
To assist the office activities and perform all official support tasks assigned to him/her.

3) Job Title- **Office Helper**, Navankur Foundation, University of Lucknow.
Number of Posts- 01
Nature of post- Contractual
Age limit- Upto 21-40 years as on the date of submission of application.
Salary- Rs. 11,650 pm. Consolidated
Eligibility Criteria
Educational and Other Qualifications-
Intermediate or equivalent.
Job Responsibilities-
To assist the office activities and perform all official support tasks assigned to him/her.

How to apply?
The position is purely temporary, which is initially for one year with further possibility of extension (maximum up to 5 years). Application having covering letter along with a resume containing full details (Academic qualifications, work experience, age, correspondence address, email ID, WhatsApp number, and two relevant references) should be sent by email to **incubation_cell_lu@lkouniv.ac.in** within 21 days from the date of advertisement (05 July 2024). The shortlisted candidates will be informed regarding the date of the interview only through email/WhatsApp/ Telephone. No TA/DA will be given to candidates for appearing in the interview.