



Innovation and Incubation Foundation IIT Allahabad



(A Section-8 Company)

Indian Institute of Information Technology, Allahabad

Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

CIN-U88100UP2024NPL212574

Advt. No: IIF/AIM/001/2026

Date: 11 February, 2026

ADVERTISEMENT FOR RECRUITMENT

Innovation and Incubation Foundation IIT Allahabad

The Innovation and Incubation Foundation IIT Allahabad is a Section 8 company registered under the Companies Act, 2013, established at IIT Allahabad, Prayagraj, UP, in accordance with the UP Startup Policy 2020, to foster a culture of innovation and entrepreneurship across Uttar Pradesh through policy initiatives and implementation.

The Innovation and Incubation Foundation IIT Allahabad, invites applications from committed, visionary, and dynamic Indian Citizens to provide services against the following posts, purely on a contract basis. The recruitment process will be conducted in accordance with the HR Policy of Innovation and Incubation Foundation, IIT Allahabad. Eligibility, experience, and other job requirements can be found on the following pages of this advertisement.

1.	Post Name	Assistant Incubation Manager (IIF/AIM/001/2026)
2.	Essential Qualifications	<ul style="list-style-type: none">➤ Bachelor's degree in Management/Commerce/ Engineering/ Science or an equivalent discipline from a recognized university.➤ Knowledge of basic accounting principles and proficiency in MS Office (Word, Excel, PowerPoint), Canva.➤ Strong communication, documentation, and organizational skills.➤ Ability to support day-to-day operations, maintain records, and coordinate with startups and stakeholders.
3.	Desirable Qualifications & Experience	<p>Master's degree, such as MBA (Operations/Finance/Administration), M. Com, or equivalent.</p> <ul style="list-style-type: none">➤ Minimum 1–3 years of experience in office administration, operations, accounts handling, project coordination, or related roles. <p>Experience in:</p> <ul style="list-style-type: none">➤ Startup incubators, entrepreneurship cells, research centers, or similar organizations.➤ Office management, scheduling, inventory management, and procurement processes.➤ Account management, basic bookkeeping, preparing financial statements, and working with Tally/ERP or similar accounting tools.➤ Preparing reports, presentations, minutes of meetings, and compliance documents.➤ Coordinating administrative activities, vendor management, and communication with internal and external stakeholders.



Innovation and Incubation Foundation IIT Allahabad



(A Section-8 Company)

Indian Institute of Information Technology, Allahabad

Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

CIN-U88100UP2024NPL212574

		<ul style="list-style-type: none">➤ Familiarity with government-funded projects, grant management, or incubation policies will be an added advantage.
4.	Key Responsibilities	<ul style="list-style-type: none">➤ Assist in day-to-day operations, finance & accounts of the incubation center.➤ Manage administrative tasks including documentation, filing, scheduling, and coordination.➤ Support budgeting, accounts maintenance, bill processing, and record keeping.➤ Prepare progress reports, financial summaries, and presentations as required.➤ Coordinate with startups, mentors, vendors, and partnering organizations.➤ Ensure compliance with project requirements and maintain updated documentation.
5.	Nature of Duty	Drive the vision of Innovation and Incubation Foundation IIT Allahabad towards creating Innovation Entrepreneurship ecosystem and Vibrant Global startup Catalyst
6.	Any query	Mail Us: iifi@iitaa.ac.in
7.	Last Date to Apply	05:00 PM, February 28, 2026
8.	Salary	Negotiable (based on experience and skills)
9.	Nature of Job	Purely Contractual Basis initially for 1 Year, and will be renewed every year on the basis of performance evaluation.
10.	Number of Vacancy	01
11.	How to Apply	Interested candidates may Filled the complete Application & submit their CV, supporting documents, and a brief statement of purpose to the designated Application Form Link. Shortlisted candidates will be called for an interview only.