

**ADVERTISEMENT FOR THE VARIOUS CONTRACTUAL POSITIONS FOR AIC-NIFIE, IIM
MUMBAI**

About IIM Mumbai

Indian Institute of Management Mumbai, erstwhile NITIE (National Institute of Industrial Engineering), was established by the Government of India in 1963 with the assistance of the United Nations Development Programme (UNDP) and the International Labour Organisation (ILO). IIM Mumbai has been consistently ranked among the top B-schools in India. IIM Mumbai is ranked 6th among Management Institutes in the National Institutional Ranking Framework (NIRF) rankings for 2025. IIM Mumbai is committed to developing skilled professionals across functional areas such as Operations Management, Analytics, Finance, Marketing, Project Management, HR, Information Technology, and Sustainability Management.

Located in the country's financial capital, IIM Mumbai has close interactions with leading corporate houses, giving it the added advantage of integrating classroom knowledge with practical inputs from industry professionals. IIM Mumbai's picturesque campus is surrounded by lakes on three sides. The lush greenery at the campus has earned it the moniker "God's Own Campus".

About AIC-NIFIE (an IIM Mumbai Incubator)

AIC - NIFIE is an umbrella organization at IIM Mumbai for fostering entrepreneurship and nurturing tech start-ups. It administers a business incubator which provides 'start to scale' support for technology-based entrepreneurship and facilitates the conversion of research activity into entrepreneurial ventures.

AIC - NIFIE is a Section 8 of the Companies Act 2013, the main objective of which is to nurture start-ups focusing on economic growth, strategic value and social relevance. In addition to IIM Mumbai, AIC – NIFIE is supported by Atal Incubation Centre, NITI Ayog, Govt. of India.

Applications are invited from eligible candidates for the following positions.

Sr. No.	Name of the Post	No. of Positions	Category	Remuneration
1	Incubation Manager	1 (One)	UR	Rs 80,000/- to Rs 1,00,000/- pm
2	Events, Branding and Marketing Manager	1 (One)	UR	Rs 65,000/- to Rs 75,000/- pm
3	Lab technician	1 (One)	UR	Rs 50,000/- to Rs 65,000/- pm
4	Facility administrator	1 (One)	UR	Rs 30,000/- to Rs 40,000/- pm

1. Incubation Manager

Incubation Manager (on contract basis) reports to the CEO - Innovation, Incubation and Entrepreneurship. The Incubation Manager is the prime interface for the budding entrepreneurs at AIC-NIFIE. He/She would be responsible for sourcing the startups, onboarding them and managing the operations of the incubation centre.

Job Title	Incubation Manager
Location of posting	Mumbai, Maharashtra
Number of posts	1 (One)
Nature of post	The vacancy is to be filled on a fixed term basis for one year; however, it is extendable further subject to satisfactory performance and requirement at the Incubation Centre, for 2 (two) years.
Remuneration	Rs 80,000/- to Rs 1,00,000/- per Month
Process	Shortlisted candidates will be contacted for interview.
Role description	<ol style="list-style-type: none">1. Engages with the startup community to identify, curate and on-board startups for incubation programs.2. Manages daily operation of the incubator, including facilitate meeting between startup and mentors, startups and service providers, supervising incubatee companies.3. Manages, reports and supervises the performance of the incubated startups4. Defines, builds and finalizes startup incubation agreements.5. Assists startups in the areas of strategy, business plan development, market analysis, company registrations.6. Manages and develops database of startups, investors, mentors, service providers, and entrepreneurs for incubation purposes.7. Identify mentors, service providers, entrepreneurs, and investors to join IIM Mumbai Incubator network and support incubatee startups8. Lead the events, including demo days, investment competitions, etc. for incubating startups9. Manages the data for incubation KPIs and dashboard metrics
Last date to apply	15.06.2026

Eligibility Criteria

Education	Candidates must have a graduate degree in Engineering background. MBA degree will be preferred.
Experience	Candidates must have minimum of 5 years of startup eco-system and have prior experience of 2-3 years at an incubator, co-working space or a startup is preferred.
Age limit	Not more than 50 years as of the last date of submission of the application

Other requirements	<ol style="list-style-type: none">1. Excellent written and oral communication skills2. Ability to independently lead and execute projects3. Ability to thrive in a fast paced, dynamic start-up environment4. Excellent organizational and interpersonal skills.5. Efficient at multi-tasking, goal-oriented, hard-working, positive disposition, and “can-do” attitude
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2. Events, Branding and Marketing Manager

Events, Branding and Marketing Manager (on Contract basis) reports to the CEO - Innovation, Incubation and Entrepreneurship.

Job Title	Events, Branding and Marketing Manager
Location of posting	Mumbai, Maharashtra
Number of posts	1 (One)
Nature of post	The vacancy is to be filled on a fixed term basis for one year; however, it is extendable further subject to satisfactory performance and requirement at the Incubation Centre, for 2 (two) years.
Remuneration	Rs 65,000/- to Rs 75,000/- per Month
Process	Shortlisted candidates will be contacted for interview.
Role description	<ol style="list-style-type: none"> 1. Manages all branding and marketing activities including development of brochures, Power Point presentations, marketing material, and program guides. 2. Manages the social media presence on LinkedIn, Twitter, Facebook, Meetup, and website daily 3. Assist with development and implementation of marketing plans for training courses, incubation programs, and events 4. Develops impact assessment report on each of the branding and marketing initiatives and activities 5. Responsible for growing network and outreach among community and entrepreneurs 6. Designs and executes marketing campaigns as per the incubation programs offered 7. Identifies and builds strategic partnerships with online and off-line media persons and entities for coverage of activities and events 8. Build a database of ecosystem partners, sponsors, vendors to support the events. 9. Build a database of speakers, trainers, experts, and leaders to conduct the events 10. Plan and organize various day long and multi-day long events, workshops, and seminars on a weekly basis. The events would include startup meets, conferences, workshops, CEO speaker series, startup boot camps, etc. 11. Plans and implements promotional campaigns
Last date to apply	15.06.2026

Eligibility Criteria

Education	<ol style="list-style-type: none"> 1. Candidates must have a graduate degree in any field. 2. Master of Business Administration (MBA), with marketing will be preferred
Experience	<ol style="list-style-type: none"> 1. Minimum of 5 years of relevant industry experience in marketing required 2. Prior experience at a marketing consulting firm, incubator, coworking space or a startup is preferred

	<ol style="list-style-type: none"> 3. Experience in power point presentation preparation, posters and flyers design & development is a must. 4. Experience in event planning and management
Age limit	Not more than 45 years as of the last date of submission of the application.
Other requirements	<ol style="list-style-type: none"> 1. Excellent artistic and creative design skills 2. Excellent written, oral communication and public speaking skills 3. Excellent interpersonal skills both in person and by phone, with high professionalism 4. Ability to thrive in a fast paced, dynamic start-up environment 5. Efficient at multi-tasking, goal-oriented, hard-working, positive disposition, and “can-do” attitude 6. Availability to work in the evenings and on the weekends is preferred

3. Lab Technician

Incubator lab technician (on Contract basis) reports to the CEO - Innovation, Incubation and Entrepreneurship.

Job Title	Lab Technician
Location of posting	Mumbai, Maharashtra
Number of posts	1 (One)
Nature of post	The vacancy is to be filled on a fixed-term basis for one year; however, it is extendable further, subject to satisfactory performance and requirements at the Incubation Centre, for 2 (two) years.
Remuneration	Rs 50,000/- to Rs 65,000/- per Month
Process	Shortlisted candidates will be contacted for interview.
Role description	<ol style="list-style-type: none">1. Responsible for troubleshooting the technical problems experienced by Incubator staff, coworking companies and incubating startups2. Responsible for ensuring that the incubator computers, hardware, and software and lab equipment are maintained in best condition3. Responsible for ensuring that internet and communications equipment are working properly daily4. Assist in lab equipment procurement5. Prepares reference for users by writing standard operating instructions6. Coordinates the paperwork and communications between IIM Mumbai and AIC-NIFIE.7. Maintains historical records by documenting hardware and software changes and revisions8. Maintains historical records by documenting hardware and software changes and revisions9. Responsible for maintaining and up-keep of the incubator and all equipment installed at the facility.
Last date to apply	15.06.2026

Eligibility Criteria

Education	<ol style="list-style-type: none">1. Diploma holder or BCS/BCA/B Tech/BE degree
Experience	<ol style="list-style-type: none">1. Minimum of 5 years of relevant industry experience2. Experience in Networking, facility management and lab management or tinkering labs, will be preferred3. Prior experience at an incubator, co-working space or a startup is preferred
Age limit	Not more than 35 years as of the last date of submission of the application.
Other requirements	<ol style="list-style-type: none">1. Excellent interpersonal skills2. Process Improvement, Reporting Skills and Administrative Writing Skills3. Computer proficiency, particularly in MS Word, MS Excel, and online research

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| | <ol style="list-style-type: none">4. Excellent organizational skills5. Ability to work under pressure to meet deadlines |
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4. Facility administrator

Incubator labs technician (on Contract basis) reports to the CEO - Innovation, Incubation and Entrepreneurship.

Job Title	Facility Administrator
Location of posting	Mumbai, Maharashtra
Number of posts	1 (One)
Nature of post	The vacancy is to be filled on a fixed term basis for one year; however, it is extendable further subject to satisfactory performance and requirement at the Incubation Centre, for 2 (two) years.
Remuneration	Rs 30,000/- to Rs 40,000/- per Month
Process	Shortlisted candidates will be contacted for interview.
Role description	<ol style="list-style-type: none"> 1. Responsible for overall administration and smooth functioning of the incubation facility, including co-working spaces, labs, and common infrastructure. 2. Ensure proper allocation, utilization, and upkeep of workspace, meeting rooms, and shared facilities for incubated startups. 3. Oversee maintenance and servicing of infrastructure, including electrical systems, HVAC, furniture, and utilities. 4. Coordinate with vendors and service providers for facility management, repairs, housekeeping, and security services. 5. Monitor and ensure uninterrupted functioning of internet, communication systems, and access control systems. 6. Maintain asset registers and inventory of all equipment, furniture, and infrastructure within the incubator. 7. Assist in procurement processes related to facility requirements, including vendor identification, quotations, and documentation. 8. Ensure compliance with safety norms, statutory requirements, and institute guidelines within the incubation facility. 9. Support startups and stakeholders by addressing facility-related issues promptly and efficiently. 10. Coordinate logistics and arrangements for meetings, events, workshops, and incubation programs. 11. Maintain documentation and records related to facility usage, maintenance schedules, and service reports. 12. Liaise with IIM Mumbai administration and AIC-NIFIE for operational coordination and reporting. 13. Prepare periodic reports on facility utilization, maintenance status, and operational efficiency.
Last date of Apply	15.06.2026

Eligibility Criteria

Education	1. Any Graduate / Diploma
Experience	<ol style="list-style-type: none"> 1. Minimum of 3 years of relevant industry experience 2. Prior experience at an incubator, co-working space or a startup is preferred

Age limit	Not more than 40 years as of the last date of submission of the application.
Other requirements	<ol style="list-style-type: none"> 1. Excellent interpersonal skills 2. Process Improvement, Reporting Skills and Administrative Writing Skills 3. Computer proficiency, particularly in MS Word, MS Excel, and online research 4. Excellent organisational skills 5. Ability to work under pressure to meet deadlines

***Other Benefits: -**

- Leave Benefit: As per extant institute norms applicable to the contractual employees.
- No other allowances are admissible.
- Institute shall not provide any accommodation facility.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of 1 year, extendable up to further two years, subject to satisfactory performance of the incumbent & need of the Institute.
2. The contract basis engagement for the selected candidate is for AIC-NIFIE and the contract will start only after the funds are released by Nayara Energy and received by AIC-NIFIE.
3. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
4. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
5. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age, etc., for verification purposes at the time of the interview, along with one set of photocopies of these documents.
6. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
7. Selection Process- Through an interview, which may also be conducted through in person / online mode. Candidates are required to mandatorily mention their email ID in the application form.
8. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).

9. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed only on the Institute website.
10. The panel of selected waitlisted candidates will be valid for one year from the date of approval of the Competent Authority, and the Institute can also make appointments in future by operating the panel within the validity period.
11. The above position is of a purely contractual nature and thus candidate (s) will have no right to claim any regularisation/absorption, etc. in the Institute.
12. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
13. The Institute also reserves the right not to fill the post, if it so desires.
14. No interim correspondence will be entertained.
15. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
16. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
17. The Institute follows the Reservation Policy of the Government of India.
18. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five Hundred Ninety only).
19. Candidates belonging to SC, ST and PwD are exempted from paying the applications fee.
20. All internal candidates are exempted from paying the applications fee.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following <http://iimmumbai.ac.in/careers> on or before **15.06.2026**.

No other mode of application will be entertained.

Chief Administrative Officer