



**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 Project Manager for 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 Daultapur, Delhi-110042. DTU-IIF focuses on start-ups and innovations and is currently established at DTU, under Delhi Government. Applications are invited for the position of Project Manager at DTU-IIF and details for the same are as follows:

#### **JOB DESCRIPTION:**

- Facilitate the entire incubation process for startups; from selecting, on boarding and managing the process.
- Taking care of the entire co-working space as a community manager.
- Responsible for the Due Diligence activities as a part of the screening process of the startups.
- SPoC for startups on-boarded for incubation.
- Responsible for MOM, committee coordination, conducting meetings.
- Engaging and managing schedule of incubation & promotional activities and programs.
- Keeping and managing track of compliances of start-ups & incubation Centre.
- Coordination with other stake-holders for smooth functioning.

#### **Essential Qualification:**

Degree in Masters in Business Applications from a recognized University with 2 to 4 years of work experience in section 8 companies/Start-up Ecosystem.

#### **Age Limit:**

In all conditions the maximum age of the applicant on the date of 1<sup>st</sup> Feb 2023 shall not exceed **35 Years**.

#### **Salary:**

Consolidated salary of Rs 35000 per month.

