

**Advertisement for recruitment of Manager and Assistant Manager for
AIC BARC ANUSHAKTI FOUNDATION
(AIC ANUSHAKTI), Anushaktinagar, Mumbai 400094**

Advertisement No.: AIC ANUSHAKTI/Recruitment/2025/02 Dated 10th December 2025

AIC BARC ANUSHAKTI FOUNDATION (AIC ANUSHAKTI) is established at Anushaktinagar, Mumbai under the auspices of Atal Innovation Mission (AIM) – NITI Aayog. Applications are invited from Indian nationals for the following position of this Incubation Centre:

1. Manager

Job Title	Manager
Location	Mumbai, Maharashtra
Number of Posts	1 (One)
Nature of Post	Contractual – Initially for 2 years (extendable based on performance and need)
Age Limit	Not more than 40 years as on last date of application (relaxable for deserving candidates)
Remuneration	Up to Rs. 70,000 per month (all inclusive, based on experience).

Key Responsibilities:

1. Manage incubation operations including startup onboarding, reviews, and reports
2. Organize events, workshops, training, and outreach initiatives
3. Build and manage relationships with industry, academia, and government partners
4. Support incubatees in accessing grants, investment, and mentoring
5. Track startup progress and prepare MIS reports for stakeholders
6. Coordinate proposal writing and internal documentation
7. Undertake routine internal finance-related tasks such as preparation of vouchers, coordination with compliance agency, and initiating entries in the bank portal as required.
8. Carry out any other responsibilities as may be assigned by the CEO from time to time for smooth functioning of the incubation centre.

Qualification & Experience:

1. Graduate in any field. Masters in Business Administration or Post Graduate Diploma in Management with specialization in Business Management/ Business Strategy or similar will be preferred.
2. Minimum 2 years' experience in startup ecosystem/incubation/program management. Experience in the start-up/ innovation/ entrepreneurship domain, either as a start-up founder/ co-founder/ core team member/ key employee of a start-up and Innovation ecosystem or in a lead position in a reputed Innovation & Start-up promoting organization will have an added advantage.
3. Working knowledge of government startup schemes, grant processes, and investor relations
4. Excellent written and verbal communication skills.

The eligible candidate should have:

1. Good updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc. and Windows OS/ Linux) and other additional required software skills used in office.
2. Should be well versed with Social Media marketing tools and techniques.
3. A strong command on English language along with proficiency in Hindi. Good communication skill in Marathi would be preferred.

2. Assistant Manager

Job Title	Assistant Manager
Location	Mumbai, Maharashtra
Number of Posts	1 (One)
Nature of Post	Contractual – Initially for 2 years (extendable based on performance and need)
Age Limit	Not more than 35 years as on last date of application
Remuneration	Upto Rs 40,000 per month (all inclusive, based on experience)

Key Responsibilities:

1. Assist the Manager in managing incubation operations and startup engagement
2. Coordinate events, workshops, and training sessions
3. Track startup progress, maintain MIS, and prepare reports
4. Facilitate linkages with mentors, industry experts, and investors
5. Support outreach initiatives, proposal preparation, and documentation
6. Manage multimedia and social media-related tasks, including capturing testimonials, video bytes, and promotional content for digital outreach
7. Carry out any other responsibilities as may be assigned by the CEO from time to time for smooth functioning of the incubation centre.

Qualification & Experience:

1. Graduate or Diploma in any discipline
2. Preference will be given to candidates with Postgraduate qualification in Science, Engineering, Management, or related fields
3. 2 years of experience in incubation/entrepreneurship/startup ecosystem or related fields.
4. Proficiency in MS Office, digital collaboration tools, and social media marketing and management
5. Experience in handling multimedia content creation (basic photography, videography, editing, or coordination with vendors) will be preferred
6. Strong communication skills in English, Marathi, and Hindi.

Selection Process & Terms:

1. Applications will be scrutinized and those not meeting the eligibility criteria will summarily be rejected. From the eligible applicants, shortlisting will be carried out based on academic performance and experience of the candidates.
2. Shortlisted candidates shall then be invited for a personal interview by an empowered Selection Committee appointed by Board of Directors of AIC ANUSHAKTI.
3. A merit list of candidates shall be prepared based solely on performance in personal interview. The candidate first in the merit shall be provisionally selected for the positions advertised and a separate waiting list shall be prepared.
4. A formal employment offer shall only be awarded to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate. The selected candidate shall also be given sufficient time (maximum 3 months) for transitions between jobs, if so necessary, as per mutually agreed terms.
5. The decision of the Selection Committee shall be the final in all matters related to this selection and final recruitment.

Notes:

1. Please note that this is NOT an appointment in Government Organization.
2. It is a self-financed Centre and appointment is purely on CONTRACT basis
3. Duly Completed Application Form along with the supporting documents must be sent by email to incubation@barc.gov.in and hard copy by Indian Speed Post/Registered Post/ private courier or hand delivery to the address given below so as to reach on or before January 09th, 2026 at 5:00 PM.

CEO, AIC-ANUSHAKTI

C/o Room #115, DAE Convention Centre, Anushaktinagar, Mumbai – 400 094

AIC BARC ANUSHAKTI FOUNDATION
Anushaktinagar, Mumbai

Format of Application Form for Manager / Assistant Manager

Full Name:

Last

First

Middle

Gender (Male / Female):

Address:

Apartment/Unit

Street Address

City

State

PIN Code

Date of Birth

Phone

Age (as on last date of application)

Email

Aadhar No

**LinkedIn or any professional
profile URL**

Educational Qualifications (Starting with Graduation Degree)

S. No.	Degree/Diploma	University/ Institute	Subject	Year of passing	Percentage/ CGPA

Details of Previous Employment

Sr. No.	Company name and Address	Job Title/ Position	Responsibilities/ Nature of work	Last Salary Drawn (Annual)	Experience (Enclose experience certificate)	Reason(s) for Leaving

References

Sr. No.	Referee Name	Contact number	Email	Relation with you	Knows you since how many years?

Check List (Tick in appropriate box)

Age: Do you satisfy the age limit criterion, i.e., not more than 50 (in case of male candidates)/52 (in case of female candidates) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Educational Qualification: Bachelor's degree in any field?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Qualification: Full time Masters in Business Administration or Post Graduate Diploma in Management with specialization in Business Management/ Business Strategy or similar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience: <ul style="list-style-type: none"> ➤ Do you have Minimum 2 years' full time experience in a senior position in Administration / Management of a reputed enterprise engaged in technology / research management, product management, managing investments related to start-ups. ➤ Do you have experience in the start-up/ innovation / entrepreneurship domain, either as a start-up founder/ co-founder /core team member/ key employee of a start-up and Innovation ecosystem or in a lead position in a reputed Innovation & Start- up promoting organization? ➤ Do you have a strong understanding of start-up companies, technology and incubation, early-stage investments, raising funds? ➤ Do you have a vision with in-depth knowledge of present Indian and global start-up ecosystems, and should strive towards making the AIC-BARC self-sustainable? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Knowledge of working with computers and techno-legal/commercial documentation: <ul style="list-style-type: none"> ➤ Do you have good updated knowledge of Computer applications (word processing, spreadsheet, presentation software etc. and OS like Windows) and other additional required software skills used in office? ➤ Are you well versed in conceptualizing, compiling, and putting together papers, presentations, techno-legal/commercial documents, proposals, etc? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

Languages known: (Pl tick whichever is applicable)

Language	Write	Read	Speak
English			
Hindi			
Marathi			
Other(_____)			

Disclaimer

I certify that my answers are true and complete to the best of my knowledge and belief. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature (with Date) _____

The following documents should be enclosed along-with this application form.

1. Recent passport size colour photograph of the candidate (2 copies).
2. Latest CV
3. Certificates (documentary proof of above statement(s))
4. Reference letter from well-known professional referee
5. Vision Statement in candidate's own words (in about 500 words) on "*How an Incubation Centre at Anushaktinagar, Mumbai can contribute to the Indian Incubation and Start-up Eco-system*" and "My role in making Atal Incubation Centre a self-sustainable in next 5 years".