RECRUITMENT NOTICE

ADVERTISEMENT NO.: AIC - GBUIC/Recruitment/2026/002

Application Period: 04 November 2026 to 19 November 2026

Total Number of Vacancies: 09 (Nine)

ENGAGEMENT OF HUMAN RESOURCES ON CONTRACTUAL / PART-TIME BASIS

AIC–GBU Incubation Centre, Gautam Buddha University, invites applications from eligible and suitably qualified candidates for engagement against the positions listed below. The selected personnel will support the AIC - GBUIC's start-up incubation, outreach, programme implementation, stakeholder communication, accounts and technology-related activities for FY 2026–27. Engagement will be on a contractual basis, subject to the terms stated in this notice and availability of funds.

1. POSITION DETAILS, ELIGIBILITY AND SCOPE OF WORK

S. N.	Position	No. of Vacancies	Essential Qualification & Experience	Key Roles & Responsibilities	Mode of Engagement	Monthly Remuneration
1	**Assistant Manager**	01	Postgraduate degree in Management, Business Administration, Commerce or a relevant discipline. Minimum 2 years' experience in operations, programme/project coordination, start-up ecosystem, institutional administration or stakeholder management. Incubator/start-up or government programme experience preferred.	Coordinate Centre operations, work plans and reporting; support start-up outreach; liaise with government bodies, mentors and stakeholders; oversee institutional communication and social media schedules; track programme activities and deliverables.	Offline	₹40,000
2	**Young Professional – Events & Startup Communication**	01	Graduate degree in a relevant discipline, preferably Management, Mass Communication, Public Relations or Social Sciences. At least 1 year of experience in event coordination, community engagement, communications or programme support preferred. Strong written and verbal communication skills.	Manage communication with start-ups and founders; circulate programme updates; coordinate registrations and participant communication; maintain follow-up records; support event logistics, feedback collection and documentation.	Offline	₹30,000
3	**Young Professional – Outreach Program & Incubation Support**	01	Graduate degree in Management, Entrepreneurship, Commerce, Science, Engineering, Social Sciences or a relevant discipline. At least 1 year of experience in outreach, institutional coordination, start-up support, mobilisation or programme implementation preferred.	Mobilise start-ups, students, innovators and institutions; assist with start-up onboarding, induction and documentation; facilitate founder queries; connect start-ups with mentors and support services; maintain incubation and outreach records.	Offline	₹30,000
4	**Consultant – Events & Trainings**	01	Graduate/postgraduate degree in Management, Education, Social Sciences, Entrepreneurship or a relevant discipline. Demonstrable experience planning and delivering workshops, training programmes, seminars, conferences or entrepreneurship events. Relevant portfolio/track record preferred.	Plan and coordinate entrepreneurship programmes, workshops, seminars, training sessions and mentor interactions; prepare schedules and resource plans; coordinate speakers, trainers, participants and venues/platforms; support hybrid delivery; prepare reports.	Hybrid; minimum 100 working hours/month	₹30,000
5	**Consultant – Video Editing & Podcast Management**	01	Relevant degree, diploma or professional training in Video Editing, Film/Media Production, Mass Communication, Digital Media or related area. Proven video-editing and audio-production skills; work samples/portfolio in podcasts, interviews or digital content required.	Produce podcasts and audio-visual content; edit interviews, event highlights and start-up stories; prepare short-form digital content and creatives; manage audio/video files and maintain an organised media repository.	Hybrid; minimum 100 working hours/month	₹20,000
6	**Executive – Book Keeping & Accounts Management**	01	B.Com or equivalent degree in Commerce/Accounting/ Finance. Minimum 1 year of relevant experience in bookkeeping, accounts assistance or financial documentation preferred.	Maintain books of accounts and financial records; organise bills, vouchers and supporting documents; maintain expenditure and budget-utilisation records; assist with financial statements, payment documentation and reconciliation.	Offline	₹20,000
7	**Intern – Full Stack Development**	02	Pursuing B.Tech./B.E. (Computer Science/IT), BCA, MCA, B.Sc. (IT/Computer Science) or equivalent. Foundational knowledge of front-end/back-end development, databases and web technologies. GBU Student preferred.	Assist in development, testing and maintenance of websites, portals and digital platforms; support databases; Support front-end and back-end development, testing and debugging; maintain online forms and databases; document technical changes under supervision.	Offline	₹10,000
8	**Intern – IT Support**	01	Pursuing diploma/degree in Computer Applications, Information Technology, Computer Science or a related discipline. Basic knowledge of computer hardware, operating systems, networking and troubleshooting. GBU Student preferred.	Provide routine IT support for computers, printers, internet, audio-visual equipment and meeting facilities; troubleshoot basic hardware/software issues; support online and hybrid events; maintain IT asset and support records.	Offline	₹10,000

Total Number of Vacancies: 09 (Nine)

2. TENURE AND NATURE OF ENGAGEMENT

- The initial tenure of engagement shall be four (04) months from the date of joining/engagement.
- After the initial tenure, the engagement may be extended on a month-to-month basis, subject to satisfactory services, performance review, continuing institutional requirements and availability of budget/funds. Any extension shall be at the sole discretion of AIC–GBU Incubation Centre and shall be communicated in writing.
- The engagement shall be contractual and shall not confer any right to regular appointment, absorption or continuation beyond the approved period.
- The Consultant positions shall be part-time and hybrid, with a minimum commitment of 100 working hours per month for each position. Consultants shall maintain and submit monthly work/hour records and deliverables for verification.

3. GENERAL TERMS AND CONDITIONS

- The remuneration specified against each position is monthly and consolidated, subject to applicable statutory deductions, if any, and the approved terms of engagement.
- Payment shall be processed subject to attendance/working-hour records, satisfactory performance, verification of assigned deliverables and availability of funds.
- Candidates must clearly indicate the position applied for and provide accurate information regarding qualifications, experience and relevant skills. Supporting documents may be sought at any stage.
- AIC–GBU Incubation Centre reserves the right, at its discretion, not to recruit against any or all advertised positions, or to increase or decrease the number of vacancies, depending on institutional requirements, project needs and availability of funds. The Centre also reserves the right to amend, defer or cancel the recruitment process without assigning any reason.
- The AIC-GBUIC may shortlist candidates and conduct interviews, written tests, practical/skill assessments or any combination thereof. Only shortlisted candidates will be contacted.
- The decision of the competent authority of AIC–GBU Incubation Centre regarding eligibility, shortlisting, selection and engagement shall be final.
- No TA/DA or reimbursement shall be payable for attending an interview, test or any stage of the selection process.
- Any material misrepresentation or suppression of facts may result in rejection of candidature or termination of engagement, if discovered subsequently.

4. HOW TO APPLY

Interested and eligible candidates shall submit their application by email to **gburif@gbu.ac.in** on or before 19 November 2026.

- Updated Curriculum Vitae (CV)/Resume.
- Covering email/letter clearly mentioning the position applied for.
- Copies/details of relevant educational qualifications, experience certificates and supporting documents.
- Work samples or portfolio, wherever relevant, particularly for the Consultant – Video Editing & Podcast Management and technical positions.

Applications received after the prescribed closing date may not be considered. Submission of an application does not guarantee shortlisting or selection.

5. IMPORTANT DATES

Commencement of application	04 November 2026
Last date for submission	19 November 2026

CEO
AIC–GBU Incubation Centre
Gautam Buddha University