



MGU INNOVATION FOUNDATION

(Section 8 Company under the Companies Act, 2013)

MAHATMA GANDHI UNIVERSITY

Priyadarsini Hills, Kottayam – 686560

Phone: 0481- 2992684



No: MGUIF/HR/DST/02/2026-27

Date: 14-10-2026

NOTIFICATION

MGU Innovation Foundation invites applications for the post of Incubation Manager (1 No.) from eligible Indian nationals having excellent academic records and relevant work experience at the MGUIF DST NIDHI Inclusive Technology Business Incubator (i-TBI), established with the support of the Department of Science and Technology. The position is purely on a temporary and contractual basis.

A detailed description of the job is attached.

You can submit the application through the MGUIF website (Link: <https://mguif.com/careers>)

Or

The self-prepared application along with supporting documents may be submitted through e-mail to hr@mguif.com on or before **26th October 2026**.

sd/-

Prof. (Dr) Robinet Jacob
Director, MGU Innovation Foundation
Principal Investigator, MGUIF DST i-TBI

Eligibility Criteria :

- B.Tech with M.Tech in Engineering/Technology or B. Tech with MBA, with a minimum of 5- 7 years of total experience in operations and management.
- Demonstrated experience in the start-up and management ecosystem, including project management, resource management, entrepreneurship development, or technology-driven innovation ecosystems.
- Experience in consultancy roles related to start-up incubation and management.
- Experience in association with the latest technology establishments/technologies and start-up collaborations or co-working ecosystem or skill partner ecosystem in higher education institutions or business incubation organizations is an advantage.
- Preference will be given to candidates with a proven track record in a similar ecosystem.

Roles and Responsibilities:

Area	Major Responsibilities
Startup Incubation	Identify, screen, and onboard deep-tech startups; assess technology readiness, business potential, and incubation requirements; develop incubation plans and milestones.
Technology Commercialization	Convert university research and technologies into marketable products/services; support proof-of-concept (PoC), prototype development, validation, and technology demonstration.
Technology Readiness Level (TRL) Advancement	Monitor TRL advancements of startups. Identify technical and commercial gaps; coordinate access to laboratories, pilot plants, testing facilities and industry partners.
Research–Startup Interface	Connect faculty researchers, PhD scholars and laboratories with entrepreneurs; facilitate licensing, technology transfer, sponsored research and industry collaboration.
IP Management	Coordinate patent activities, copyrights, trademarks, technology disclosures, licensing and freedom-to-operate issues.
Startup Capacity Building	Organize boot camps, workshops and masterclasses on entrepreneurship, IP, fundraising, regulatory issues, product development, manufacturing and business development.
Performance Monitoring	Establish key performance indicators (KPIs) and review startup progress against technical, commercial, financial, and funding milestones; recommend continuation, graduation, or corrective support.
Ecosystem Development	Develop linkages with other incubators, accelerators, TTOs, research institutions, industry associations, investors, and government agencies.
Incubator Operations	Manage incubation agreements, facility allocation, startup onboarding, fee structures, procurement, events, service providers, and day-to-day incubator operations along with Human Resource Management.
Infrastructure Management	Manage resource allocation, including office space, equipment, and support services for start-ups in MGUIF. Ensure standardized,

	process-driven operations across systems, governance, and compliance within the incubator and manage and coordinate the NIDHI i-TBI operational team.
Funding & Grants	Identify suitable funding schemes; assist startups in preparing proposals for government grants, seed funds, CSR funding, venture capital and other sources; monitor funded projects.
Investor Readiness	Help startups develop business models, financial projections, pitch decks, data rooms and investment proposals; organise investor interactions and demo days.
Mentoring Network	Build and manage a network of technical experts, entrepreneurs, industry mentors, domain specialists, legal experts and investors.
Industry Linkages	Establish corporate partnerships for pilot projects, product validation, testing, procurement, contract research, and market access.
Regulatory Support	Help deep-tech startups understand and navigate sector-specific standards, certifications, regulatory approvals, clinical/field validation, and compliance requirements.
Market Validation	Support customer discovery, market research, competitor analysis, problem–solution validation, product-market fit and identification of early adopters.
Documentation & Reporting	Maintain startup portfolios, incubation records, IP/licensing information, funding data, outcomes, and reports required by the university and funding agencies.
Consolidated pay is Rs. 60,000 per month. Additional perks will be provided to candidates with exceptional skills. Age below 38 years as on 01/10/2026. Age relaxation will be given to exceptionally brilliant candidates.	