



AIC BAMU FOUNDATION

(A Section-8) Company

**Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Shambhaji Nagar,
Maharashtra 431004**

Website: www.aicbamu.com

RECRUITMENT NOTICE

File No: AIC-BAMU/Admin/Recruitment/2026-27/926

Dated: 13th August 2026

AIC BAMU FOUNDATION, promoted by *Dr. Babasaheb Ambedkar Marathwada University* and Supported by *Maharashtra State Innovation Society, Department of Skill Development and Entrepreneurship, Govt. Of Maharashtra and Atal Innovation Mission, NITI Aayog, Govt. Of India*, registered as a *Section-8 Company under Companies Act 2013*, aims to foster the culture of Innovation and entrepreneurship by supporting technology based start-ups & developing an ecosystem which is conducive for innovation, where startups and new ventures thrive and Promotion of Start-ups / Angel Funding. It also has been providing the essential highly equipped DGX, AI-ML laboratory, Innovation and invention Centre (IPR Centre), Co working spaces, specialized facilities — IOT Fab lab, sophisticated AR-VR laboratory, Central Digital Library Facility. AIC-BAMU Foundation invites innovative ideas in the field of IOT, AR, VR, and ML in the areas of Healthcare, Auto-industrial applications, Agriculture, EV, Industry 4.0 and allied areas.

We are looking for candidates in following position:

- 1. Manager- Incubation & Program-01 No.**
- 2. Manager-Finance & Accounts-01No.**
- 3. Manager-Investment & Legal-01 No.**
- 4. Executive Officer-HR & Administration-01 No.**
- 5. Manager-Community Development-01 No.**
- 6. Manager Portfolio & Business Development-01 No.**
- 7. Executive Assistant to CEO-01 No.**

Benefits:

- Competitive salary and benefits package.
- Opportunity to work in a dynamic and innovative environment.
- Be part of a team that is fostering the next generation of entrepreneurs.
- Professional development opportunities.

Manager Incubation & Programs

Job Description:

We are seeking a highly motivated and experienced individual to join our team as Manager Incubation & Programs. You will play a pivotal role in driving the growth and success of our incubation center, fostering innovation and entrepreneurship among students and budding startups.

Responsibilities:

- Lead and manage the incubation center, overseeing all aspects of its operations and strategic development.
- Develop and implement effective incubation programs tailored to different stages of startups and industry needs.
- Source and identify promising startups with high growth potential.
- Guide and mentor incubated startups, providing expert advice, business development support, and access to resources.
- Manage relationships with stakeholders, including investors, mentors, industry partners, and government agencies.
- Organize workshops, events, and networking opportunities for startups and the entrepreneurial ecosystem.
- Secure funding and resources to support the incubation center and its programs.
- Track and measure the performance of the incubation center and report on key metrics.
- Stay updated on the latest trends and best practices in incubation and entrepreneurship.

Qualifications:

- Bachelor's degree in Engineering/Science & Technology.
- Master's degree (MBA preferred) in Business Administration, Entrepreneurship, or related field.
- Minimum of 8-10 years of experience in a relevant role, with 3-5 years of experience in a startup/incubator environment.
- Proven track record of successfully managing and scaling incubation programs.
- Strong entrepreneurial mindset and passion for supporting startups.
- Excellent leadership, communication, and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving skills.
- Proficient in MS Office Suite and other relevant software applications.

Age Limit: 35-40 years

Manager-Investment & Legal

Responsibilities:

- **Investment:**
 - Conduct due diligence on potential investments in technology-based startups aligned with our focus areas (Healthcare, Agriculture, Food Processing, etc.)
 - Analyze financial data and prepare investment proposals for presentation to the investment committee
 - Recommend and implement investment strategies in alignment with the Foundation's goals and risk tolerance
 - Monitor and manage the investment portfolio, tracking performance and suggesting adjustments as needed
 - Identify and secure additional funding sources for the Foundation and its startups
- **Legal:**
 - Review and manage legal documents related to investments, contracts, and startup operations
 - Advise startups on legal compliance and best practices
 - Manage intellectual property (IP) matters for the Foundation and its startups
 - Liaise with lawyers and external legal counsel as needed
- **Overall:**
 - Mentor and guide startups on financial planning, fundraising, and managing their portfolios
 - Build strong relationships with stakeholders, including investors, entrepreneurs, government agencies, and universities
 - Contribute to the development and implementation of the Foundation's policies and procedures
 - Stay updated on industry trends and regulatory changes

Eligibility Criteria:

- Bachelor's degree in Business, Statistics, Finance, Mathematics, or Accounting
- MBA or equivalent professional qualification (CFP, LLB) preferred
- Minimum 5-6 years of experience with 3-5 years in startups/incubators
- Proven experience in investment due diligence, financial planning, and portfolio management
- Strong understanding of legal and regulatory requirements for startups
- Excellent analytical, communication, and interpersonal skills
- Ability to work independently and as part of a team
- Passion for innovation and entrepreneurship

Salary Range: Rs. 40,000 – Rs. 50,000 per month **Age Limit:** 35-40 years

Manager Portfolio & Business Development

Job Description:

We are seeking a dynamic and experienced **Manager Portfolio Operation & Business Development** to join our team and play a pivotal role in the growth and success of our incubation center. You will be responsible for managing our portfolio of startups, identifying new business opportunities, building relationships with stakeholders, and contributing to the overall development of the innovation ecosystem.

Responsibilities:

- **Portfolio Management:**
 - Manage and oversee the incubation journey of assigned startups, providing mentorship, guidance, and support.
 - Track and measure the progress of startups against KPIs and develop strategies for improvement.
 - Facilitate interactions and collaboration between startups and resources within the ecosystem.
 - Conduct regular portfolio reviews and identify areas for intervention and support.
- **Business Development:**
 - Identify and analyze market opportunities in relevant sectors (Healthcare, Agriculture, Food Processing, etc.)
 - Build and maintain relationships with potential partners, investors, and stakeholders.
 - Develop and implement strategies to attract high-potential startups to the incubation program.
 - Lead efforts to secure funding and resources for the foundation and its startups.
- **Collaboration & Communication:**
 - Liaise effectively with internal teams (mentors, technical leads, etc.) to ensure seamless support for startups.
 - Collaborate with external stakeholders, including government agencies, industry partners, and academic institutions.
 - Develop and deliver presentations and reports on portfolio performance and progress.

Qualifications & Experience:

- Bachelor's degree in Finance, Commerce, Economics (BBA, BBM, BBS, BMS) or Engineering/Science & Technology.
- Master's degree in Business Administration (MBA) preferred.
- Minimum 5-6 years of total experience, with 3-5 years of experience working in a startup/incubator environment.
- Proven track record of identifying and analyzing market opportunities.
- Strong relationship-building and communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Excellent analytical and problem-solving skills.
- Experience with financial modeling and budgeting is a plus.

Age Limit: 35-40 years

Salary Range: Rs. 40K-Rs. 50K per month

Manager Finance & Accounts - AIC-BAMU Foundation

Job Description:

We are seeking a highly motivated and experienced Manager Finance & Accounts to join our dynamic team. You will be responsible for overseeing all financial operations of the foundation, ensuring financial compliance, and providing sound financial advice to support our growth and objectives.

Responsibilities:

- Manage the full financial cycle, including accounts payable, accounts receivable, payroll, and budgeting.
- Maintain accurate and timely financial records in accordance with accounting principles and statutory requirements.
- Prepare and analyze financial statements, reports, and forecasts.
- Implement and maintain internal controls to safeguard financial assets.
- Oversee PFMS, GST, and taxation compliance.
- Liaise with auditors and government agencies.
- Manage cash flow and optimize financial resources.
- Provide financial insights and recommendations to support strategic decision-making.
- Manage and mentor a team of accounting staff (if applicable).

Eligibility Criteria:

- CA/CS or Bachelor's degree in Commerce with Master's degree (MBA preferred).
- Minimum of 5-6 years of experience, with 3-5 years specifically in startups/incubators.
- Strong operational knowledge of PFMS, GST, and taxation laws.
- Experience in financial reporting, budgeting, and forecasting.
- Excellent analytical and problem-solving skills.
- Strong communication, interpersonal, and leadership skills.
- Ability to work independently and as part of a team.
- Proficient in accounting software and MS Office suite.

Age Limit: 35-40 years

Salary Range: Rs. 40,000 - Rs. 50,000 per month

Manager-Community Development

Job Description:

We are seeking a passionate and dynamic **Manager Marketing & Training & Development** to play a key role in shaping the future of AIC-BAMU Foundation. You will be responsible for developing, implementing, and executing strategic marketing and training & development plans to attract and retain startups, investors, mentors, and partners. Additionally, you will spearhead initiatives to enhance the skills and knowledge of our startup community.

Responsibilities:

- **Marketing:**
 - Develop and implement comprehensive marketing plans to achieve organizational goals.
 - Manage and execute branding, communication, and outreach activities.
 - Build and maintain relationships with key stakeholders, including media, investors, and potential partners.
 - Identify and implement effective marketing channels to reach target audiences.
 - Manage website and social media presence.
 - Track and analyze marketing performance metrics.
- **Training & Development:**
 - Design and deliver training programs for startups, mentors, and staff.
 - Identify and partner with experts to provide relevant training content.
 - Facilitate workshops, seminars, and other learning opportunities.
 - Evaluate the effectiveness of training programs and make improvements.
 - Stay updated on the latest trends and best practices in entrepreneurship education.

Qualifications:

- Bachelor's degree in Engineering/Science & Technology.
- Master's degree in Business Administration (MBA) in marketing preferred.
- Minimum of 5-6 years of experience in marketing and/or training & development roles.
- Minimum of 3-5 years of experience working with startups and/or incubators.
- Excellent communication, interpersonal, and presentation skills.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Passion for innovation and entrepreneurship.
- Age limit: 35-40 years.

Salary: Rs. 40K-Rs.50K per month.

Executive Officer- HR & Administration

Job Responsibilities:

- Oversee all aspects of HR, including recruitment, payroll, compensation & benefits, training, and development.
- Develop and implement HR policies and procedures aligned with the organization's goals and best practices.
- Manage the recruitment process, including sourcing, screening, interviewing, and onboarding new employees.
- Administer payroll, ensure timely and accurate salary payments, and manage employee leave and benefits.
- Develop and deliver training programs for employees on various HR-related topics.
- Manage office administration, including facilities management, budget planning, and procurement.
- Provide administrative support to the management team and other departments.
- Maintain accurate and confidential employee records.
- Stay updated on HR trends and best practices.

Eligibility Criteria:

- Bachelor's degree in Engineering/Science & Technology.
- Master's degree in Business Administration (MBA) preferred.
- Minimum 3-5 years of total work experience.
- Minimum 1-3 years of experience in a startup/incubator environment.
- Proven track record of success in managing all aspects of HR.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and as part of a team.
- Proactive and results-oriented approach.
- Excellent computer literacy and proficiency in HR software.

Desired Skills:

- Experience in talent acquisition for startups.
- Knowledge of labor laws and regulations.
- Experience with performance management systems.
- Experience in developing and implementing training programs.
- Experience in office administration and facilities management.

Age Limit:

28-35 years

Salary:

Rs. 20K-Rs.25K per month (negotiable based on experience)

Executive Assistant to CEO - AIC-BAMU Foundation

About the Role:

We are seeking a highly organized and motivated individual to join our team as an Executive Assistant to the CEO. You will play a crucial role in supporting the CEO's daily operations, ensuring their time is maximized for critical tasks like recruiting. This is a demanding and fast-paced environment, requiring strong organizational skills, proactive communication, and the ability to thrive in a dynamic startup culture.

Responsibilities:

- Manage the CEO's calendar and schedule appointments, meetings, and travel arrangements.
- Anticipate the CEO's needs and proactively prepare relevant information and materials.
- Efficiently handle all incoming and outgoing communication, including emails, phone calls, and inquiries.
- Draft and proofread correspondence, presentations, and other documents.
- Manage travel logistics and booking accommodations and transportation.
- Organize and manage meetings, ensuring agendas are set, materials are prepared, and minutes are taken.
- Maintain a confidential and professional demeanor.
- Assist with administrative tasks as assigned.
- Stay informed about the startup ecosystem and relevant trends.
- Contribute to a positive and productive work environment.

Eligibility:

- Bachelor's degree in Engineering/Science & Technology
- Master's degree in Business Administration (MBA) preferred
- Minimum of 3-5 years of total experience
- Startup/incubator experience of 1-3 years preferred
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficient in MS Office Suite and other relevant software
- Ability to work independently and as part of a team
- Discreet and professional demeanor
- Age between 35-40 years

Salary:

- Rs. 20,000 - Rs. 30,000 per month, commensurate with experience and qualifications

GENERAL TERMS & CONDITIONS FOR RECRUITMENT

AIC-BAMU Foundation invites applications for various positions. Please review the following terms and conditions carefully before submitting your application.

1. Application and Eligibility

- The number of open positions is **tentative** and may change. The AIC-BAMU Foundation reserves the right to not fill any of the positions.
- Meeting the minimum qualifications does **not guarantee** a call for an interview or test.
- You must submit your CV to the email address **info.aic@bamu.ac.in** by **5 PM on August 31, 2026**. Applications received after this deadline will not be considered.
- Original documents, including your educational qualifications, proof of age, experience, and caste certificate, must be presented for verification **only at the time of the interview/test**.
- If you are applying for more than one position, please do **not** submit separate applications.
- Candidates currently employed in government, autonomous bodies, or PSUs must apply through the **proper channel** and provide a **"No Objection Certificate"** from their current employer at the time of the interview.

2. Selection Process

- The selection process may include a **written test, group discussion, and/or personal interview**.
- The AIC-BAMU Foundation reserves the right to change the interview process or schedule without prior notice.
- No **Travel Allowance (TA)** or **Daily Allowance (DA)** will be provided for attending the interviews. All expenses must be borne by the candidate.
- The decision of the Board of Directors regarding selections is **final**. Any form of canvassing or contact with board members will result in immediate disqualification.

3. Employment Details

- These are **purely contractual positions** for an initial period of **one year**.
- The contract may be renewed annually based on satisfactory performance, for a maximum of **three years** or until the project concludes, whichever is earlier.
- This is a recruitment by the AIC-BAMU Foundation, **not** Dr. Babasaheb Ambedkar Marathwada University.
- The engagement can be terminated by either side with **30 days' notice** or salary in lieu of notice.
- Selected candidates will receive a formal offer letter and will be required to join within **30 days** of the offer date.

Sd/-
CEO AIC-BAMU Foundation