

**ATAL COMMUNITY INNOVATION CENTRE – ADAMAS INNOVATION AND INCUBATION
FOUNDATION (ACIC-AIIF)**

*(Section 8 Not-for-profit Company)
Supported by AIM, NITI Aayog, Government of India*

RECRUITMENT NOTICE & JOB DESCRIPTIONS

Applications are invited for the following positions at ACIC-AIIF.

CHIEF OPERATING OFFICER (COO)

Designation	Chief Operating Officer (COO)
Salary	Rs. 50,000 per month
Nature of Job	Contractual / project-based, subject to ACIC-AIIF requirements and institutional terms.
Reporting	To the Director/ CEO / Centre leadership of ACIC-AIIF.
Qualifications Required – Essential	• Master's degree in Management, Entrepreneurship, Innovation, Science/Technology, Life Sciences, Engineering, Social Sciences or a related discipline; or equivalent professional qualification. • Minimum 5 years of relevant experience in incubation, innovation, entrepreneurship development, project/programme management, start-up ecosystem, higher education or a related field. • Strong communication, stakeholder-management, documentation and team-management skills. • Experience in government-supported innovation/incubation programmes, grant-funded projects or institutional partnerships will be desirable.
Job Description / Key Responsibilities	• Provide strategic and operational leadership for ACIC-AIIF activities. • Plan, coordinate and monitor incubation, innovation, entrepreneurship and community innovation programmes. • Develop and manage collaborations with HEIs, schools, industries, government agencies, investors, incubators and ecosystem partners. • Oversee start-up/innovator handholding, mentoring, events, workshops, challenges and outreach programmes. • Coordinate project reporting, documentation, utilisation of resources and compliance requirements. • Support fundraising, proposal development, institutional partnerships and programme expansion. • Supervise centre personnel and ensure timely execution of assigned responsibilities. • Prepare periodic progress reports, presentations, MIS and other documents required by the Centre/host institution/supporting agencies. • Undertake any other responsibility assigned by the competent authority from time to time.

General Note: The selected candidate may be required to undertake travel, programme coordination and other duties relevant to ACIC-AIIF. Responsibilities may be modified or expanded based on project and Centre requirements.

INCUBATION MANAGER

Designation	Incubation Manager
Salary	Rs. 25,000 per month
Nature of Job	Contractual / project-based, subject to ACIC-AIIF requirements and institutional terms.
Reporting	To the competent authority / Centre leadership of ACIC-AIIF.
Qualifications Required – Essential	• Graduate/Postgraduate degree in Management, Entrepreneurship, Science, Technology, Engineering, Life Sciences, Commerce, Economics or a related discipline. • Minimum 3 years of relevant experience in incubation, start-up management, entrepreneurship development, project management, business development or a related field. • Good understanding of start-up development, business models, market validation, mentoring and ecosystem engagement. • Strong communication, coordination and documentation skills.
Job Description / Key Responsibilities	• Coordinate onboarding and regular engagement with incubatees and innovators. • Track start-up progress, milestones, mentoring requirements and incubation outcomes. • Facilitate access to mentors, technical experts, investors, industry partners and relevant schemes. • Organise bootcamps, workshops, mentoring sessions, pitch events, demo days and networking programmes. • Support business-plan development, market validation, IP awareness, funding readiness and regulatory orientation. • Maintain incubatee records, MIS, reports, databases and programme documentation. • Assist in developing proposals, partnerships and new incubation programmes. • Support outreach to universities, colleges, schools, innovators and community entrepreneurs. • Undertake other duties assigned by the competent authority.

General Note: The selected candidate may be required to undertake travel, programme coordination and other duties relevant to ACIC-AIIF. Responsibilities may be modified or expanded based on project and Centre requirements.

INNOVATION OFFICER

Designation	Innovation Officer
Salary	Rs. 25,000 per month
Nature of Job	Contractual / project-based, subject to ACIC-AIIF requirements and institutional terms.
Reporting	To the competent authority / Centre leadership of ACIC-AIIF.
Qualifications Required – Essential	• Graduate/Postgraduate degree in Science, Technology, Engineering, Management, Life Sciences, Design, Social Sciences or a related discipline. • Minimum 1–2 years of relevant experience in innovation, entrepreneurship, project coordination, technology development, incubation or outreach; freshers with strong innovation/entrepreneurship exposure may also be considered. • Good communication, presentation, coordination and documentation skills. • Working knowledge of MS Office/Google Workspace and digital communication tools.
Job Description / Key Responsibilities	• Identify and document innovative ideas, local problems and potential innovation opportunities. • Conduct/support ideation, design-thinking, innovation and entrepreneurship sessions. • Assist innovators in problem definition, prototype development, validation and documentation. • Coordinate innovation challenges, hackathons, workshops, awareness programmes and outreach activities. • Support school, college, university and community innovation programmes. • Maintain databases of innovators, ideas, prototypes, activities and outcomes. • Assist in preparing reports, presentations, proposals, success stories and communication material. • Facilitate linkages with mentors, technical experts, laboratories, makerspaces and other support organisations. • Undertake other responsibilities assigned by the Centre.

General Note: The selected candidate may be required to undertake travel, programme coordination and other duties relevant to ACIC-AIIF. Responsibilities may be modified or expanded based on project and Centre requirements.

FIELD OFFICER

Designation	Field Officer
Salary	Rs. 25,000 per month
Nature of Job	Contractual / project-based, subject to ACIC-AIIF requirements and institutional terms.
Reporting	To the competent authority / Centre leadership of ACIC-AIIF.
Qualifications Required – Essential	• Graduate degree in any relevant discipline; preference may be given to candidates with backgrounds in Management, Social Sciences, Science/Technology, Rural Development, Entrepreneurship or related areas. • Minimum 1–2 years of field/outreach/project experience; experience with community, educational or entrepreneurship programmes will be desirable. • Good interpersonal and communication skills, including ability to interact with diverse stakeholders. • Willingness to travel for field activities and programme implementation. • Basic computer and documentation skills.
Job Description / Key Responsibilities	• Conduct field visits and identify innovators, entrepreneurs, community problems and local opportunities. • Mobilise students, institutions, community groups and local stakeholders for ACIC-AIIF programmes. • Support implementation of outreach, innovation, entrepreneurship and awareness activities. • Collect field-level information, photographs/data where appropriate, feedback and programme evidence. • Assist in organising workshops, camps, competitions, training programmes and community innovation activities. • Maintain field visit records, stakeholder databases and activity reports. • Coordinate with partner institutions and local stakeholders for programme delivery. • Support identification and documentation of grassroots innovations and potential incubatees. • Undertake other field and programme responsibilities assigned by the Centre.

General Note: The selected candidate may be required to undertake travel, programme coordination and other duties relevant to ACIC-AIIF. Responsibilities may be modified or expanded based on project and Centre requirements.

OFFICE ASSISTANT

Designation	Office Assistant
Salary	Rs. 15,000 per month
Nature of Job	Contractual / project-based, subject to ACIC-AIIF requirements and institutional terms.
Reporting	To the competent authority / Centre leadership of ACIC-AIIF.
Qualifications Required – Essential	• Undergraduate degree with minimum 55% marks. • Proficiency in English and good written and verbal communication skills. • Experience working in the office of a private/government organisation will be desirable. • Good drafting and office-documentation skills. • Computer proficiency, particularly MS Office/Google Workspace. • Ability to handle official social-media platforms and create basic social-media content using tools such as Canva/Adobe will be desirable. • Ability to shoot and edit short videos/reels will be desirable.
Job Description / Key Responsibilities	• Maintain office records, files, registers, databases and documents. • Provide administrative and logistical support for ACIC-AIIF activities. • Prepare letters, notices, reports, meeting documents, presentations and other office communications. • Support creation of social-media creatives, flyers, posters, short videos and reels. • Assist in managing official social-media communication under supervision. • Support seminars, workshops, meetings, training programmes and Centre events. • Maintain documentation and evidence of Centre activities. • Coordinate routine office communication and follow-up with stakeholders as assigned. • Undertake other tasks assigned by the Centre leadership from time to time.

General Note: The selected candidate may be required to undertake travel, programme coordination and other duties relevant to ACIC-AIIF. Responsibilities may be modified or expanded based on project and Centre requirements.

APPLICATION & GENERAL INFORMATION

Application Mode	Applications shall be submitted through the Link and addressed to the designated ACIC-AIIF recruitment/contact authority. To Dr. Saptarshi Chatterjee Director, ACIC-AIIF West Bengal
Application Link	https://docs.google.com/forms/d/e/1FAIpQLSe_wFaMmOLCz4q9q2s3ErBtvbfFINqKF09m3Wt03m8oPwz0YQ/viewform
Application Materials	CV/Resume with educational qualifications, relevant experience, contact details and a brief statement of suitability for the position.
Age Limit	As per institutional/project recruitment norms. Preference may be given to candidates meeting the experience requirements; relaxation may be considered for suitably experienced and qualified candidates.
Tenure	Initially for 1 year with scope of extension based on performance.
Selection	Shortlisted candidates may be called for interview/interaction and/or task-based assessment, as applicable.
Location	ACIC-AIIF, Adamas University, Kolkata, West Bengal, with field travel as required.
Important	ACIC-AIIF reserves the right to modify the recruitment process, shortlist candidates, or fill/not fill any position based on project and institutional requirements.

ACIC-AIIF

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