

INCUBATION ASSISTANT - JOB DESCRIPTION

Inviting Applications for Incubation Assistant for SIIF

SSCBS Innovation and Incubation Foundation (SIIF), is a Section 8 company (an incubation centre) promoted by Shaheed Sukhdev College of Business Studies (University of Delhi) and funded by the Govt. of NCT of Delhi (GNCTD).

SIIF invites applications for the position of **Incubation Assistant** of the Incubation Centre situated at Shaheed Sukhdev College of Business Studies (University of Delhi), Rohini, New Delhi as per the following details:

NUMBER OF POSTS:

- 01 (one only)

QUALIFICATIONS:

- a) Must be Graduate with Mgmt./Commerce/Entrepreneurship/Economics.
- b) Higher Qualification & Experience will have priority.
- c) Must be less than 40 years of age as of 01 July 2026.

Role and Responsibilities

1. Develop and Implement Social Media Strategies:

- Handle social media activities and develop strategies to grow SIIF's presence.
- Create content that maximizes startup interest and engagement.

2. Incubation and Startup Environment Development:

- Actively engage in building an environment for startup incubation within the students, alumni, faculty, and staff at SSCBS.
- Organize events such as Investor Pitches, Demo Days, and Workshops to foster a thriving startup ecosystem.

3. Stakeholder Engagement:

- Develop strong connections with academicians, researchers, industry experts, and government representatives to enhance outreach efforts.
- Serve as the first-level contact for startups, facilitating their interaction and onboarding for incubation.

4. Internal Business Processes and Structure Development:

- Strengthen internal business processes and the structure of the Incubation Centre for smooth functioning.
- Work closely with the CEO, Board of Directors, and General Manager to create infrastructure, policies, processes, and frameworks.

5. Program and Compliance Management:

- Manage the schedule of incubation and promotional activities and programs.
- Keep track of regulatory and legal compliances for both the startups and the incubation centre.

6. Support for Incubated Startups:

- Work closely with incubated startups to identify their needs and provide appropriate support.
- Conduct due diligence activities as part of the screening process for new startups.

7. SISF & other Govt Scheme Management:

- Handle the SISF and another govt. Scheme and ensure its effective implementation.

8. Coordination and Communication:

- Coordinate with various stakeholders to ensure the smooth functioning of SIIF.
- Responsible for MOM (Minutes of Meetings), committee coordination, and conducting meetings.

9. Educational and Outreach Programs:

- Conduct sessions and interactions for students by inviting industry experts, entrepreneurs, and alumni.
- Research applicable government schemes and incentives to support startup initiatives.

10. Market Linkages and Network Development:

- Develop market linkages including Delhi-NCR inter-college and inter-university networks.
- Track incubation policies at national and international levels and leverage ecosystem support through CSR, government funds, Crowd fund and international bodies.

11. Content and Communication Management:

- Write and review content for websites, social media pages, and public communications.
- Update the website, social media, and content pages periodically.
- Measure and monitor company website and social media traffic statistics.

12. Any other responsibility as and when required.

By prioritizing these responsibilities, SIIF aims to enhance its operational efficiency, build a strong incubation ecosystem, and support the growth and success of startups within its network.



COMPENSATION:

CTC will be in the range of ₹3 lakhs to 4 lakhs p.a.

SELECTION PROCESS:

A shortlist of applicants will be selected by the management of SIIF from all the applications received. Shortlisted applicants shall then be invited for a personal interview by an empowered selection committee.

- Applications received by the closing date shall be screened by a duly constituted Committee. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.
- The 'screened-in' candidates shall be called for a Personal Interview at the SIIF office.
- A merit list of candidates shall be created based on their performance in the personal interview
- Shortlisted candidates, at the time of the personal interview, must bring their original documents for verification and one set of duly self-attested photocopies of those documents.
- The name of the Applicant in the application form must be the same as mentioned in the certificate of matriculation. In case the candidate has changed his name after matriculation, the evidence to that effect should be furnished at the time of the interview.
- Corrigendum(s), if any, would be put up on www.siif.in.
- The decision of the management of SIIF shall be final in all matters related to this selection and eventual recruitment.

HOW TO APPLY:

- Interested candidates may send their detailed CV, Covering Letter along with self-attested degrees and one latest photo to siif@sscbsdu.ac.in before **23rd April 2026**, whichever is later. Please mention post applied for in the subject line.