



INNOVATE • INCUBATE • IMPACT

VNIT VENTURES VAULT FOUNDATION

(Technology Business Incubator & A Section 8 Company of VNIT, Nagpur)

Opening for Incubation Centre Associate/Senior Associate/Assistant Manager

One Position | Designation Based on Experience | Full-Time (on V3F pay roll) | On-Site
Last Date to Apply: 25th July 2026

VNIT Ventures Vault Foundation (V3F) is seeking a dynamic and driven professional to join its core team at the newly inaugurated incubation centre of VNIT Nagpur. The selected candidate will play a hands-on role in building the startup ecosystem at one of Central India's premier technical institutions – supporting founders, coordinating programs, engaging investors and mentors, and shaping V3F's next phase of growth.

ABOUT VNIT VENTURES VAULT FOUNDATION (V3F)

VNIT Ventures Vault Foundation (V3F) is the incubation centre of Visvesvaraya National Institute of Technology (VNIT), Nagpur – a Section 8 not-for-profit company established to nurture startups, student innovators, and entrepreneurs. V3F provides incubation support, mentorship, infrastructure, funding linkages, and ecosystem access, drawing on the academic and research strengths of VNIT Nagpur. Guided by its motto – **Innovate · Incubate · Impact**

– V3F is committed to building a vibrant innovation and entrepreneurship ecosystem in Central India.

POSITION SUMMARY

Job Title	Incubation Centre Associate / Senior Associate / Assistant Manager
Number of Positions	01 (One) – final designation based on experience and interview performance
Company	VNIT Ventures Vault Foundation (V3F), a Section 8 Not-for-Profit Company
Location	VNIT Nagpur, Maharashtra
Address	V3F, 3rd Floor, New Library Building, VNIT Campus, South Ambazari Road, Nagpur – 440010
Reporting Authority	Chief Operating Officer (COO), V3F/Authorised Reporting Officer
Employment Type	Full-time, on-site engagement based at the V3F office, VNIT Nagpur
Remuneration	Negotiable; based on the candidate's profile, experience, and prevailing industry standards
Application Link:	https://forms.gle/AAZ9ef8avx5s3d657



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IMPORTANT NOTE ON DESIGNATION

V3F will hire only one candidate under this role category. The final designation will be decided on the basis of the candidate's qualifications, relevant work experience, domain exposure, and interview performance. V3F will not hire separately for all three designations.

Designation	Experience	Domain
Incubation Centre Associate	0 – 1 year	Relevant field
Senior Associate	1 – 2 years	Incubation/startup ecosystem domain
Assistant Manager	2 – 3 years*	Incubation/startup ecosystem domain

Note: For the Assistant Manager designation, a minimum of 5 years of total work experience is required, of which 2 – 3 years must be in the incubation/startup ecosystem domain

CANDIDATE PROFILE

The selected candidate will support the overall functioning of V3F across startup onboarding, founder engagement, program coordination, stakeholder management, event execution, reporting, partnerships, and operational support. The role involves close collaboration with startups, student innovators, faculty, mentors, investors, government agencies, industry partners, and the V3F leadership team – mirroring the operating model of leading Indian incubators at premier technical and management institutions. The ideal candidate brings an ownership mindset, strong coordination discipline, and genuine enthusiasm for the startup ecosystem.

KEY RESPONSIBILITIES

1. Startup Support & Incubation Management

- Support identification, outreach, screening, and onboarding of startups, innovators, and entrepreneurs.
- Coordinate with incubated startups on updates, documentation, progress tracking, and support requirements.
- Facilitate startup access to mentorship, technical support, VNIT labs, faculty guidance, and ecosystem opportunities.
- Maintain startup records, incubation agreements, progress reports, and related documentation.
- Support startup review meetings, mentoring sessions, pitch reviews, and founder interactions.

2. Program & Event Coordination

Plan and coordinate workshops, bootcamps, mentoring sessions, demo days, investor



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connects, and networking events.

Manage end-to-end event execution: registrations, communication, logistics, guest and vendor coordination, and reporting.

Prepare agendas, concept notes, proposals, presentations, brochures, reports, and communication material.

Support flagship initiatives, student innovation programs, and ecosystem-building activities at V3F.

3. Stakeholder & Ecosystem Engagement

Coordinate with mentors, investors, industry experts, alumni, government bodies, academic departments, and institutional partners.

Build relationships with startup ecosystem stakeholders at the regional and national level.

Assist in developing partnerships for funding access, mentorship, technical validation, and market linkages.

Represent V3F professionally during meetings, events, visits, and external interactions.

4. Administrative & Operational Support

Support the day-to-day operations of the incubation centre.

Maintain databases, trackers, reports, meeting records, startup documents, and communication logs.

Coordinate with internal VNIT departments for smooth execution of programs and startup support activities.

Prepare reports for internal reviews, Board meetings, funding agencies, and government bodies.

5. Communication & Documentation

Draft professional emails, letters, meeting notes, reports, proposals, social media content, and program communication.

Maintain documentation of incubation activities, startup progress, events, and stakeholder interactions.

Support preparation of pitch decks, startup profiles, program reports, and impact documents.

6. QUALIFICATIONS & EXPERIENCE

a. Bachelor's degree in Management, Engineering, Commerce, Science, Entrepreneurship, Innovation, Business Administration, or a related field is mandatory.

b. Master's degree (MBA / M.Tech / M.Com / MA or equivalent) is preferred but not mandatory.

Incubation Centre Associate: 0– 1 year of relevant work experience. Exposure to incubation centres, startup ecosystems, entrepreneurship development, innovation programs, project coordination, or business development preferred.

Senior Associate: 1–2 years of relevant experience in the incubation/startup ecosystem domain. Experience in startup support, program management, founder coordination, investor



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connect, government schemes, or incubation operations preferred.

Assistant Manager:

- 2–3 years of relevant experience in the incubation/startup ecosystem domain, with a minimum of 5 years of total work experience. Experience managing incubation programs, startup portfolios, partnerships, stakeholder engagement, grant programs, and institutional coordination preferred.
- Candidates with strong startup ecosystem exposure and demonstrable relevant experience may also be considered.
- Prior work with incubation centres, accelerators, entrepreneurship cells, innovation hubs, academic institutions, government-funded projects, or startup ecosystem organizations will be an added advantage.

7. KEY COMPETENCIES

- Sound understanding of startups, innovation, entrepreneurship, incubation, and ecosystem development.
- Strong communication and interpersonal skills across founders, mentors, faculty, investors, and government officials.
- Good writing skills for emails, reports, proposals, and presentations.
- Proficiency in MS Office / Google Workspace – Word, Excel, PowerPoint, Google Sheets, and Google Forms.
- Ability to manage multiple tasks, events, and deadlines with strong documentation and follow-up discipline.
- Professional attitude, ownership mindset, and willingness to thrive in a startup-support environment.
- Knowledge of government startup schemes, grants, and funding programs is an added advantage.

8. INSTRUCTIONS TO APPLY

Interested candidates must submit their application with an updated resume and relevant experience details to the application link mentioned in the Position Summary above before the last date of submission.

Please note:

Only shortlisted candidates will be contacted for the selection process at V3F, VNIT Nagpur. The final designation and compensation will be based on the candidate's experience, suitability, and V3F's selection process and committee's recommendations.