

Gujarat National Law University, Gandhinagar Campus
Attalika Avenue, Knowledge Corridor, Koba,
Gandhinagar, Gujarat 382426
Website: www.gnlul.ac.in

**RECRUITMENT ADVERTISEMENT FOR
 INCUBATION MANAGER ON CONTRACTUAL BASIS FOR GNLU LEGAL
 INCUBATION COUNCIL**

(Advertisement Reference No.: GNLU/AD/FP-02-Incu. Manager/2026)

Date: 05 September 2026

Name of the Post(s)	Age Limit	Fixed Pay	Number of Post	Type of Post
Incubation Manager	45 Years as of the last date of application	₹ 85,000/- per month (Consolidated)	01 (UR)	Contractual for 364 days

Minimum Eligibility Criteria:

(i)	At least 55 % in Master Degree in Business Administration (M.B.A.)/Master of Computer Applications (M.C.A)/Master of Technology (M.Tech.)/M.B.A + LL.M/Bachelor of Engineering + MBA with at least 55 % marks in M.B.A. (or an equivalent grade in a point scale wherever grading system is followed) from an Indian University, or an equivalent degree from an accredited foreign university.
(ii)	At least one year of experience in working with Entrepreneurs, Start-ups, Learning/Tinkering Labs, Incubator or Incubation Consultancy.
(iii)	Good understanding of the social entrepreneurship ecosystem.
(iv)	Demonstrated ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & central government, and angel investors.
(v)	Fluent in English language.
(vi)	Age: Maximum age limit 45 Years as on date of interview.

Highly Desirable:

(i)	Experience with University/ Educational Institutions.
(ii)	Knowledge of modern electronic database storage and delivery systems.

Roles and Responsibilities:

	GNLU Legal Incubation Council (GLIC), a Section 8 Company, is looking for an entrepreneurially-minded, energetic, empathetic and dynamic team person as to its Incubation Manager. The responsibilities of the Incubation Manager include as follows:
(i)	Coordinating and managing partnerships and funding-related activities for GLIC's incubation programmes.
(ii)	Preparing and maintaining the annual/rolling calendar of GLIC initiatives, programmes and events.
(iii)	Preparation of promotional materials, reports, presentations, correspondence and other

	programme-related documentation.
(iv)	Planning and coordinating entrepreneurship roadshows, networking meetings, workshops and other GLIC events.
(v)	Organizing and executing customized Entrepreneurship Development Programmes (EDPs).
(vi)	Coordinating with Government departments, incubators, accelerators, corporates, investors, mentors and other ecosystem partners.
(vii)	Undertake outreach activities for identifying, attracting and onboarding innovative entrepreneurs and start-ups.
(viii)	Ensure smooth administrative and operational functioning in the implementation of incubation and acceleration programmes.
(ix)	Collection, compilation and documentation of applications and information required for evaluation of entrepreneurs and start-ups.
(x)	Regular coordination with incubated start-ups and provide guidance and administrative support throughout the incubation, acceleration and scale-up stages.
(xi)	Ensuring smooth coordination of startups for meetings and documentation related to fundraising, mentoring and investor interactions.
(xii)	Maintain regular communication and records of interactions with start-ups, mentors, investors, donors, corporates, advisors and other stakeholders.
(xiii)	Regularly organizing mentoring sessions and provide coordination support to entrepreneurs in areas such as business planning, marketing, finance, legal compliances, fundraising and operations.
(xiv)	Maintain records, databases, reports and documentation related to incubates, programmes, events and ecosystem partners.
(xv)	Promote marketing, outreach and brand-building activities of GLIC.
(xvi)	Ensure day-to-day administrative and coordination activities of the Incubation Centre.

Important Instructions to the Candidates

1. The candidate selected against this advertisement shall be required to work at GNLU, Gandhinagar Campus.
2. The candidate must ensure his/ her eligibility and other requisite criteria before applying for the post and then only apply.
3. The contractual appointment shall be initially for a period of 364 days, and tenure may be extended up to a further period of three years as per Annual Review of the Performance, upon recommendation of the Competent Authority and subject to the approval of the Executive Council.
4. The contractual appointment may be terminated by either side by giving one-month notice, or one month salary in lieu thereof, which requirement may be waived by the other side. Provided that appointment shall be liable to be terminated at any time by the University, without notice or any compensation if his/her services are found to be unsatisfactory or if he/she violates any of the Rules.
5. The contractual appointment shall give no right to renewal, extension or conversion into permanent appointment and shall end on the stipulated date of expiry of contract as mentioned in the contract letter.
6. Candidates shall send self-attested copies of their certificates and mark-sheets from SSC onwards relevant to the qualifications acquired.
7. Candidates already in Government/ Semi Government/ PSU/ Educational Institution service must send their application through proper channel. The candidates called for selection process will have to produce the certificates in the prescribed format as given in the application form related to No Objection Certificate or original applications duly forwarded by the competent authority of their institution, failing which he/ she shall not be allowed to participate in the selection process.

8. The interested candidates are required to submit the application form in the prescribed format along with recent passport size photograph through email at hr@gnlu.ac.in on or before **25 September 2026**. Application other than prescribed format shall not be entertained. The Application Form is available on the University Website under the Career webpage (<https://www.gnlu.ac.in>).
9. It is the candidate's duty to ensure that his/ her application is received by the University within the stipulated timeline. No correspondence will be entertained by the University regarding delay in submission of the application form through email, not being called for interview or about the result of interview etc. Eligibility of the candidate will be determined on last date of receipt of the application.
10. No TA/ DA shall be paid for attending/ participating in the selection process. No shortlisted candidate(s) will be considered after the prescribed date and time of selection process, in case, if he/ she is unable to attend the selection process, for whatever reason.
11. The character of a person for the recruitment to the service must be such as to render him/ her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
12. The University reserves the right to alter/ insert any corrections/ additions in the advertisement/ website in the event of any typographical error before the last date prescribed for the receipt of application. In case of any addition/ deletion pertaining to advertisement, the same shall be published in University website only.
13. Canvassing in any form will result in disqualification.
14. All the posts will be filled through a personal interview. Only eligible and shortlisted candidates shall be called for the personal interview. Selection will be based on the score of the personal interview. No correspondence shall be entertained from the candidates who have not been shortlisted for the further selection process.
15. Selected candidate must join the duty on the date as determined by the University. University reserves the right not to appoint any selected candidate if he/ she is unable to join the duties on a designated date.
16. Selected Candidate will be entitled to one (01) day CL for each completed month of duties, and shall not be entitled to any other leave in the contract.
17. University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of his/ her service. In case, it is detected that the information(s) given by candidate are fake or the candidate has a clandestine antecedents/ background and has suppressed any information, then his/ her application or service shall be terminated.
18. Decision of the University authorities in any matter relevant to the advertisement shall be final and binding.
19. University reserves the right not to fill up the vacancy advertised, if the circumstances so warrant. No personal details regarding candidate(s), shortlisted or selected candidate(s) will be provided.
20. The University will intimate the detailed selection process to the eligible shortlisted candidate(s) after the last date of application through e-mail provided by the candidate(s) in the application form.

(Dr. Nitin Malik)

