innovation hub UTTAR PRADESH

We Are Hiring!

Join Innovation Hub Uttar Pradesh Team to build entrepreneurial and innovation ecosystem.

- MANAGER-1
- ASSISTANT MANAGER -2
- HR OFFICER-01
- PROTOTYPING LAB COORDINATOR -01
- GRAPHIC DESIGNER -01
- DIGITAL MEDIA ASSOCIATE -01
- SUPPORT STAFF-01
- HOUSE KEEPING STAFF -2

Apply Now : www.ihubup.in | **Deadline** 31st October 2026

innovationhub@aktu.ac.in

ADVERTISEMENT FOR RECRUITMENT OF THE OFFICERS AND STAFF

INNOVATION HUB UTTAR PRADESH FOUNDATION

Advt. No. AKTU/IHUP/2026/44 l Date: 21st October 2026

The Innovation Hub UP Foundation is the section-8 company registered under Companies Act 2013, established at Dr. A.P.J Abdul Kalam Technical University, Lucknow under UP Startup Policy 2020 to foster the culture of innovation and entrepreneurship across Uttar Pradesh through policy initiatives and implementation.

The Innovation Hub UP Foundation invites applications from committed, visionary, dynamic Indian Citizens to provide services against the below mentioned posts, purely on contract basis. The recruitment process will be as per the HR Policy of Innovation Hub UP Foundation. The eligibility, experience and other job description may be seen in the following pages of this advertisement.

The last date to apply for the below mentioned posts is 31st October 2026.

S.No	Name of the Post	No. of the post
1	Manager	1
2	Assistant Manager	2
3	HR Officer	1
4	Prototyping Lab Coordinator	1
5	Graphic Designer	1
6	Digital Media Associate	1
7	Support Staff	1
8	House Keeping Staff	2

Mahip Singh
Chief Executive officer

1. **POST CODE:** IHF-OFF-2026-MGR

Post Name	MANAGER
Fixed Pay	Fixed CTC of Rs. 9.6 Lakh per annum
Eligibility	Essential: Graduation in any discipline Preferable: MBA
Experience	Minimum 4 Years of experience in incubation/Startup and Innovation Ecosystem
Max. Age Limit	25-40 Years
Responsibilities	• Manage specific verticals like startup incubation, government schemes (e.g., startup seed funds), or partnership development. • Ensure effective implementation of innovation programs and track performance metrics. • Coordinate mentoring, networking events, and investor interactions. • Liason with academic institutions for identifying startup talent and research-driven innovation. • Prepare reports and proposals for funding and grants. • Travel across Uttar Pradesh and outside as and when required
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in.
Application Fee	Rs. 1000
Last Date to Apply	31st October 2026

2. **POST CODE:** IHF-OFF-2026-ASM

Post Name	ASSISTANT MANAGER
Fixed Pay	Fixed CTC of Rs. 6 Lakh per annum
Eligibility	Graduation in any discipline
Experience	Min 2 Year of experience in incubation/Startup and Innovation Ecosystem
Max. Age Limit	25-35 Years
Responsibilities	• Assist Managers in planning and executing specific initiatives or projects. • Handle documentation, scheduling, and follow-up of meetings, events, and collaborations. • Coordinate with startups, incubatees, and government departments. • Maintain digital records, event reports, and communication logs. • Support communication and outreach for hub activities. • Travel across Uttar Pradesh and outside as and when required
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 500/-
Last Date to Apply	31st October 2026

3. **POST CODE:** IHF-OFF-2026-HR-OFF

Post Name	HR OFFICER
Fixed Pay	Fixed CTC of Rs. 6 Lakh per annum
Eligibility	MBA/PGDM in Human Resource Management (HR)
Experience	Minimum 2 Years of experience in HR operations, recruitment, employee engagement, and policy implementation
Max. Age Limit	25-40 Years
Responsibilities	• Manage recruitment and Startups onboarding processes, maintain Startups/ Hub/ Employee records, implement HR policies/, support performance reviews/ KPI, ensure labor law compliance, and coordinate staff training and welfare initiatives. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 500/-
Last Date to Apply	31st October 2026

4. **POST CODE:** IHF-OFF-2026-PROTOTYPING

Post Name	Prototyping Lab Coordinator
Fixed Pay	Fixed CTC of Rs. 4.8 Lakh per annum
Eligibility	Essential:Graduate in Science/Engineering Preferable: Knowledge of CAD software, 3D printing, fabrication and prototype development.
Experience	Minimum 1 Year of experience in relevant field.
Max. Age Limit	21-35 Years
Responsibilities	• To support startups in prototype design, development, fabrication and testing; operate and maintain prototyping equipment; and assist innovators in converting concepts into functional prototypes. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 500/-
Last Date to Apply	31st October 2026

5. **POST CODE:** IHF-OFF-2026-GRAPHIC-DES

Post Name	GRAPHIC DESIGNER
Fixed Pay	Fixed CTC of Rs. 3.00 Lakh per annum
Eligibility	Essential: Graduate in any discipline Preferable: Certificate/ Diploma in Graphic Design, Multimedia, or a related field, along with proficiency in relevant design software
Experience	1 Year of Experience in digital/graphic designing.
Max. Age Limit	21-35 Years
Responsibilities	• To design posters, brochures, reports, presentations, social media creatives and branding material; maintain visual consistency; and support the communication and promotional requirements of the Foundation. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 200/-
Last Date to Apply	31st October 2026

6. **POST CODE:** IHF-OFF-2026-DIGITAL

Post Name	DIGITAL MEDIA ASSOCIATE
Fixed Pay	Fixed CTC of Rs. 3.00 Lakh per annum
Eligibility	Essential: Graduate in any discipline Preferable: Knowledge of Digital Marketing Tools;social media promotion,video editing tools etc.
Experience	1 Year of experience in relevant field.
Max. Age Limit	21-35 Years
Responsibilities	• To create social media posts, reels, photographs and videos; cover events and programmes; prepare day-to-day digital content; maintain the content calendar; and support the Foundation's social media and communication activities. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 200/-
Last Date to Apply	31st October 2026

7. **POST CODE:** IHF-OFF-2026-SSF

Post Name	SUPPORT STAFF
Fixed Pay	Fixed CTC of Rs. 1.8 Lakh per annum
Eligibility	Essential: Intermediate Preferable: With basic computer hardware knowledge
Experience	Minimum 1 Year of Experience required
Max. Age Limit	18-30 Years
Responsibilities	• Assist in facility maintenance, event setup, and basic technical support. • Help in logistics during innovation bootcamps, startup visits, and exhibitions. • Manage courier, file movement, and workstation readiness. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 100/-
Last Date to Apply	31st October 2026

8. **POST CODE:** IHF-OFF-2026-HS

Post Name	HOUSE KEEPING STAFF
Fixed Pay	Fixed CTC of Rs. 1.2 Lakh per annum
Eligibility	8th Pass
Experience	Minimum 1 Year of Experience required
Max. Age Limit	18-45 Years
Responsibilities	• Clean and maintain office spaces, meeting rooms, washrooms, and common areas. • Refill cleaning and hygiene supplies regularly. • Report maintenance issues and ensure cleanliness during events. • Dispose of waste as per sanitation guidelines. • Travel across Uttar Pradesh and outside as and when required.
Application Submission	**Apply at**: https://bit.ly/IHUP-JobApplication Also, send application form in Annexure-1 format at innovationhub@aktu.ac.in
Application Fee	Rs. 100/-
Last Date to Apply	31st October 2026

IMPORTANT NOTE:
(1) Application Fee to be paid online as per following Bank Details:
Bank Name: HDFC Bank
Account Name: Innovation Hub UP Foundation
Account No. : 50100828109162
IFSC Code: HDFC0009063
Branch Name: Mahanagar Lucknow- 226006

(2) Without Fee application will not be accepted.

(3) Fee for each post needs to be paid separately.

(4) Age will be considered as on 1st October 2026.

(5) Format of Annexure-1(Application form) is on next page of this Job description document.

(6) Reservation will be applicable as per UP Government norms.

ANNEXURE-1

APPLICATION FORM FOR THE POSITION OF.....
JOB CODE: _____

Paste self attested Recent Passport Photo

1. **Full Name of the candidate** (In Block Letters):
2. **Father's/Husband's Name:**
3. **Mother's Name:**
4. **Date of Birth** (attach a copy of evidence)(dd/mm/yyyy):
5. **Category: GEN** ☐ **OBC** ☐ **SC** ☐ **ST** ☐
6. **Gender:**
7. **Marital Status:**
8. **Nationality** (attach a copy of evidence)**:**
9. **Permanent Postal Address** (attach a copy of evidence)**:**
10. **Police Station:**
11. **Current Address:**
12. **Mobile No.:**
13. **Mobile No.***(WhatsApp messenger)***:**
14. **Email ID:**
15. **Employment Status: Employed** ☐ **Unemployed** ☐
16. **Current Designation:**
17. **Current Employer's Full Address with contact email and phone number:**
18. **Educational Qualification**(attach a copies of certificates)**:**

Sl.	Examination	Class/ Degree	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	10th						
2.	12th						
3.	Graduation						
4.	Post graduation						
5.	Others(if any)						

19. **Total Professional Experience:**_____Years_____month(s)
20. **Details of Professional Experience***(Starting from latest**)(attach copies of experience certificates):*

Sl.	Designation	Organization	From(mm/yyyy)	To (mm/yyyy)	Summary of Services provided	Salary Drawn

***Attach 3-month recent salary certificate/slip/bank statement.*

21. **Training details relevant to the position applied** (attach copies of certificates)**:**

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			

22. **Write a brief note describing why would like to be associated with Innovation Hub UP**

23. **Languages proficiency:**(please tick√)

Sl.	Language	Read	Write	Speak

24. **Computer proficiency:**

Sl.	*Program/Software/Applications*	*Excellent*	*Good*	*Average*

25. **Do you have any criminal or corruption charges against you?***(If yes furnish details)*

26. **Have you ever been arrested, indicated or summoned into court as defend an t in a criminal proceeding or convicted, fined or imprisoned for the violation of any law?** *(If yes furnish details)*

27. **Have you ever been discharged or forced to resign from any position?***(If yes furnish details)*

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to Innovation Hub UP Foundation to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by Innovation Hub UP Foundation would render dismissal and termination of my candidature/ service/contract apart from other

Date: Signature of the Candidate
Place:

IMPORTANT Notes:

1. **The resume and self attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that <u>applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected</u>.**