



Gujarat University
Ahmedabad

ONLINE APPLICATIONS ARE INVITED FROM THE ELIGIBLE CANDIDATES ON A PURELY CONTRACTUAL BASIS AT RESPECTIVE INCUBATORS OF GUJARAT UNIVERSITY - AHMEDABAD AS BELOW:

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS AT GUJARAT UNIVERSITY STARTUP AND ENTREPRENEURSHIP COUNCIL (GUSEC) :

1. GUSEC | [FRONT DESK EXECUTIVE CUM ADMIN](#)
2. GUSEC | [ASSISTANT MANAGER/SR EXECUTIVE - VENTURE INVESTMENT](#)

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS AT AIC-GUSEC FOUNDATION:

1. AIC-GUSEC | [ASSISTANT MANAGER/SR EXECUTIVE - SOCIAL MEDIA](#)

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS AT IDSRF FOUNDATION:

1. IDSRF | [ASSISTANT MANAGER/SR EXECUTIVE - INCUBATION](#)



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APPLICATIONS CAN BE MADE NO LATER THAN 11:59 PM INDIAN STANDARD TIME, ON MAY 05, 2025, BY FILLING THE ONLINE APPLICATION FORM. APPLICATION LINK - [CLICK HERE](#)

More details about each role can be found below.

GENERAL TERMS AND CONDITIONS FOR ONLINE APPLICATIONS AT GUSEC, AIC-GUSEC FOUNDATION and INSTITUTE OF DEFENCE STUDIES AND RESEARCH FOUNDATION ARE AS BELOW:

1. Candidates are advised to confirm their eligibility for the position before submitting their application and carefully review the instructions provided below. The online application period is from 17/04/2025 to 05/05/2025. No other method of application will be accepted. Applications received after the deadline will not be considered.
2. Fulfillment of the eligibility criteria does not guarantee candidate selection for the interview. GUSEC/AIC-GUSEC/IDSR Foundation reserves the right to limit the number of candidates shortlisted for further recruitment based on higher qualifications and/or experience.
3. Candidates deemed ineligible will not receive individual notification. GUSEC/AIC-GUSEC Foundation/IDSRF/Gujarat University will not respond to individual queries regarding application status. Additional information may be requested from applicants during the screening process.
4. Only shortlisted candidates will be contacted via email for interviews. Details regarding the interview process will be communicated to the shortlisted candidates. Shortlisted candidates must bring / submit all original certificates, degrees, and relevant documents for verification during the interview, along with photocopies.
5. In case the required documents as mentioned in the application are found invalid / missing during the verification process, the Candidate shall not be allowed to appear for the interview and his / her application shall be disqualified.
6. GUSEC/AIC-GUSEC Foundation/IDSRF/Gujarat University reserves the right to modify the position, terms, and conditions of the advertisement, and may choose not to fill the post if deemed necessary. Decisions made by GUSEC/AIC-GUSEC Foundation/IDSRF/Gujarat University regarding this selection process are final.



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7. Candidates attempting to exert direct or indirect pressure, including political or social pressure, on the officers and staff of GUSEC/AIC-GUSEC Foundation/IDSRF/Gujarat University during the recruitment process will be disqualified. No interim correspondence will be entertained.
8. Candidates are allowed to apply for a maximum of one position from those advertised. If more than one applications are submitted, only the first application (based on the date and time of application) will be considered; other than that, additional applications will be disqualified.
9. In the event of any inadvertent errors in the selection process, GUSEC/AIC-GUSEC Foundation/IDSRF/Gujarat University reserves the right to modify, withdraw, or cancel any communication or offer made to candidates, even after the issuance of appointment letters. In case of disputes or ambiguity, the decision of GUSEC/AIC-GUSEC Foundation/IDSRF/Gujarat University shall be final and binding.
10. GUSEC/AIC-GUSEC Foundation/IDSRF/Gujarat University reserves the right to transfer its employees to any department as necessary.

In case of any query, write us at contact@gusec.edu.in



ABOUT GUSEC: Gujarat University Startup and Entrepreneurship Council (GUSEC) is a non-profit, autonomous and independent company registered under the section 8(1)(a) of the Companies Act 2013, promoted by Gujarat University to support student startups, student entrepreneurship, and student innovations. GUSEC is supported under the NIDHI-TBI scheme by the National Entrepreneurship Board (NEB) of the Department of Science & Technology, Government of India.

GUSEC is Gujarat University's flagship startup incubator with a vision and mission to convert 1% of university students into innovators and entrepreneurs. Over the last 7 years, GUSEC has built an accelerated growth ecosystem for early-stage entrepreneurs with access to on-ground support on mentorship, funding, network, and resources.

Gujarat University Startup and Entrepreneurship Council (GUSEC) is one of India's leading startup support systems, which has set an unprecedented benchmark by facilitating at zero-cost. Right in the



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heart of Gujarat University, with an ever-growing infrastructure, 500+ innovative tech and non-tech startups, GUSEC has played a pivotal role in shaping and nurturing the startup ecosystem in Gujarat. More information at www.gusec.edu.in

Details of the positions at **GUSEC** are as below:

1. FRONT DESK EXECUTIVE CUM ADMIN

We are looking for a professional and organized Front Desk Executive cum Administration to join our dynamic team at GUSEC, AIC-GUSEC, and IDSRF. This role is crucial in creating a positive first impression and ensuring the smooth functioning of front desk and administrative operations at the incubation center. The ideal candidate should possess strong communication skills, a pleasant personality, and the ability to multitask in a fast-paced startup ecosystem.

KEY RESPONSIBILITIES:

- Greet and assist visitors, startup founders, investors, and officials professionally.
- Handle phone calls, emails, and general inquiries, directing them to the appropriate department.
- Maintain a visitor log, appointment schedule, and meeting room bookings.

ADMINISTRATIVE SUPPORT

- Assist in event coordination, scheduling meetings, and handling logistics.
- Manage incoming and outgoing courier, documents, and correspondence.
- Maintain and update records, databases, and office supplies inventory.

COORDINATION & COMMUNICATION

- Liaise with internal teams, startups, and external stakeholders for seamless communication.
- Provide basic information about incubation programs, events, and facilities.
- Ensure a tidy and professional reception area.

REQUIRED QUALIFICATIONS & SKILLS

Education: Bachelor's degree in any field (preferably Business Administration or Hospitality Management).



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Experience: 1-3 years in front desk operations, customer service, or administration.

SKILLS:

- Excellent verbal and written communication in English, Hindi, and Gujarati.
- Proficiency in MS Office (Word, Excel, PowerPoint), email handling, and data entry.
- Professional appearance, polite demeanor, and strong organizational skills.
- Ability to handle multiple tasks and work under pressure.

TYPE OF APPOINTMENT:

11-month contract. The Contract may be further renewed based on performance.

COMPENSATION:

Competitive salary based on experience.

2. ASSISTANT MANAGER/SENIOR EXECUTIVE VENTURE INVESTMENT

We are looking for a highly motivated and experienced Assistant Manager / Senior Executive – Venture Investment to join our team at GUSEC. This role involves identifying, evaluating, and facilitating fundraising opportunities for early-stage startups, while building strong linkages with the investor ecosystem to support our incubatees. The ideal candidate will have a strong understanding of startup investments, due diligence, and venture capital processes.

KEY RESPONSIBILITIES:

- Identify and evaluate investment-ready startups from the incubation pipeline.
 - Build and manage relationships with angel investors, venture capital firms, and government funding agencies.
 - Organize investor connect programs, pitch sessions, and fundraising workshops.
 - Guide startups on investment readiness, pitch decks, and financial projections.
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- Conduct due diligence and assist in structuring deals or investment proposals.
- Maintain updated reports on startup progress, funding status, and impact metrics.
- Collaborate with internal teams to align funding opportunities with startup needs.

REQUIRED QUALIFICATIONS & SKILLS

Education: MBA/PGDM in Finance, Entrepreneurship, or related field.

Experience: 3–5 years of experience in venture capital, startup funding, investment banking, or related domains.

Skills:

- Strong analytical and financial evaluation capabilities.
- Excellent communication, networking, and stakeholder engagement skills.
- Ability to work with multiple startups, manage multiple projects, and deliver under tight deadlines.
- Deep understanding of the startup ecosystem and investment lifecycle.

TYPE OF APPOINTMENT:

11-month contract. The contract may be renewed based on performance.

COMPENSATION:

Competitive salary based on experience and qualifications.



ABOUT AIC-GUSEC: Atal Incubation Centre – Gujarat University Startup and Entrepreneurship Council (AIC-GUSEC) is a premier incubation center established under the prestigious Atal Innovation Mission of NITI Aayog, Government of India. AIC-GUSEC has been set up to foster a culture of innovation and entrepreneurship, offering structured incubation support to high-potential early-stage startups.



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Operating as a part of the larger GUSEC ecosystem, AIC-GUSEC provides sector-agnostic incubation with specialized programs, infrastructure, mentoring, and funding access for startups. It empowers young innovators to transform ideas into viable enterprises through curated accelerator initiatives and deep-dive capacity building. AIC-GUSEC is committed to driving inclusive innovation and enabling sustainable startup growth, contributing significantly to the national startup movement.

More information at: aicgusec.org

Details of the positions at **AIC-GUSEC** are as below:

1. ASSISTANT MANAGER/SR EXECUTIVE - SOCIAL MEDIA

We are looking for a creative and experienced Assistant Manager / Senior Executive – Social Media to join our communications team at AIC-GUSEC. This role involves managing digital presence, designing visual content, and executing effective branding and engagement strategies across platforms for GUSEC, AIC-GUSEC, and IDSRF.

KEY RESPONSIBILITIES:

Graphic Design & Content Creation

- Design engaging social media creatives, brochures, posters, presentations, and promotional materials.
- Develop consistent visual branding for events, initiatives, and organizational communication.
- Support in the creation of reports and pitch decks for internal and external stakeholders.

Social Media Management

- Manage all official social media platforms (LinkedIn, Instagram, X, Facebook, YouTube, etc.).
- Plan and execute campaigns to promote programs, startups, and events.
- Track analytics and optimize content strategy for better reach and engagement.



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Coordination & Communication

- Collaborate with internal teams to ensure messaging and branding alignment.
- Coordinate with external vendors/agencies for printing and media needs.
- Stay up to date with design trends and best practices in startup branding and digital marketing.

REQUIRED QUALIFICATIONS & SKILLS

Education: Bachelor's degree in Graphic Design, Mass Communication, Marketing, or related field.

Experience: Minimum 2 years in graphic design and social media management.

Skills:

- Proficiency in Adobe Photoshop, Illustrator, Canva, and basic video editing tools.
- Strong understanding of social media trends, branding, and visual storytelling.
- Ability to manage multiple projects, meet deadlines, and work in a fast-paced environment.

TYPE OF APPOINTMENT:

11-month contract period. The contract may be renewed based on performance.

COMPENSATION:

Competitive salary based on experience and skill set.



ABOUT IDSrF: Institute of Defence Studies and Research Foundation (IDSrF) is a specialized incubation and research support entity promoted by Gujarat University to accelerate innovation in defense, aerospace, and deep-tech sectors. Established as a



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Section 8 company, IDSRF is dedicated to catalyzing defense-oriented startups by providing a comprehensive support system including incubation, funding facilitation, policy access, and strategic mentorship.

IDSRF's flagship Defense Accelerator Program enables startups to collaborate with the defense ecosystem, build deployable technologies, and bridge the gap between innovation and implementation. Through active engagement with industry experts, investors, and government bodies, IDSRF plays a critical role in shaping India's Atmanirbhar defense ambitions by nurturing homegrown innovation at the grassroots level.

Details of the positions at **IDSRF** are as below:

1. ASSISTANT MANAGER/SENIOR EXECUTIVE INCUBATION

We are looking for a dynamic and experienced Assistant Manager / Senior Executive – Incubation to join our team at IDSRF (Innovation & Defence Startup Research). This role will focus on managing incubation operations, compliance, and executing acceleration programs tailored for defense and deep-tech startups. The ideal candidate should be well-versed in startup ecosystems, Section 8 company operations, and stakeholder coordination.

KEY RESPONSIBILITIES:

Administration & Compliance (IDSRF – Section 8 Company)

- Ensure compliance with ROC filings, audits, and other statutory requirements.
- Maintain company records, legal agreements, and internal policy documents.
- Liaise with legal and financial consultants for regulatory governance.

Defense Accelerator Program Management

- Plan and execute defense-focused accelerator programs.
- Evaluate startup applications, track progress, and prepare impact reports.
- Organize mentorship, demo days, and networking events for startups.

Board & Finance Coordination

- Schedule and organize board meetings; prepare agendas, reports, and minutes.
- Coordinate approvals and documentation for financial and operational activities.
- Work closely with finance teams to ensure proper budgeting and compliance.



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REQUIRED QUALIFICATIONS & SKILLS

Education: MBA/PGDM in Business Management, Finance, or equivalent.

Experience: 3–5 years in startup incubation, program management, or administration, preferably in the defense or deep-tech domain.

Skills:

- Strong knowledge of Section 8 company operations and compliance.
- Excellent communication, documentation, and stakeholder engagement skills.
- Ability to work with startups, government agencies, and ecosystem partners.
- Project management and multitasking capabilities in a high-paced environment.

TYPE OF APPOINTMENT:

11-month contract. The contract may be extended based on performance.

COMPENSATION:

Competitive salary commensurate with experience and qualifications.