



# MU IDEAS Foundation Mumbai

(Section 8 Company of with CIN U80302MH2019NPL332905)  
Vidyanagari, Santacruz (East), Mumbai – 400 098



University of Mumbai

♦ Web Site : [www.mu.ac.in](http://www.mu.ac.in) ♦ E-mail : [hrdc.recruitment@mu.ac.in](mailto:hrdc.recruitment@mu.ac.in) ♦ Telephone : 022-68320093/94

## Advertisement No.: UoM/HRDC/01/2025

Applications are invited from the eligible candidates for the following posts purely on contractual basis for a period of 11 months for MU-IDEAS Foundation, Mumbai (Section 8 company) under the aegis of Department of Innovation, Incubation & Linkages at University of Mumbai.

Sr. No.	Name of the Post (Unaided)	No. of post
1	Incubation Manager	02

### 1. INCUBATION MANAGER :-

A) **Salary** : - Rs. 50,000/- p.m. (All inclusive)

#### B) **Eligibility Criteria :**

Post graduate in Science/ Technology/ Management with 5 years of industrial / research experience. Desirable experience include experience in any Incubation Center.

#### C) **Job Profile :**

The Manager will be required to actively contribute in the development of Incubation Center and work primarily towards establishing it as key player in Incubation space which includes establishing world class incubators, Strategy to build, Execute and Scale Incubation programs, Outreach activities. Identifying and attracting suitable start-ups and Entrepreneurs. Forge partnership with Academia, Industry and other stakeholders of interest. The detailed information about qualifications, experiences & submission of application etc. is made available on <https://mu.ac.in/carees> .

#### D) **Nature of appointment:**

Appointment of the Incubation Manager shall be purely on Temporary basis for a period of 11 months.

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## **Instructions to the Candidates**

Candidates should verify their educational qualification, experience, age etc. before submitting their application. Also read the following instructions and conditions carefully.

- 1) The period for submission of application form for the above posts will be from **17/01/2025 to 31/01/2025 upto 5 pm.**
- 2) The prescribed application form for the above posts is attached hereto. **Annexure – ‘A’.**
- 3) Application in the prescribed form (Two copies) together with attested copies of certificate/s should be sent in an envelope superscripted “Application for the post of “Incubation Manager”, on the dates mentioned above to the Managing Director – MU IDEAS, University of Mumbai, Room No.25, Fort, Mumbai– 400 032 so as to reach the same before 5.00 p.m. on **31/01/2025.**
- 4) Applicants should submit Demand Draft of **Rs.500/-** as the cost towards processing fees for the post, drawn in favour of "**MU IDEAS Foundation**" payable at Mumbai.
- 5) The fees once paid will not be refunded, in any case.
- 6) Based on the information provided in the application the candidate will be qualified or disqualified for the interview, if selected, the appointment will be made after the verification of the original certificates of qualification, experience etc.
- 7) Applicants who are not eligible will not be informed independently/individually. Applicants are not allowed to make enquiry in this behalf.
- 8) Candidates called for interview will have to be present themselves at their own cost.
- 9) Candidates already in service will be required to produce ‘**No Objection Certificate**’ in the specimen **Annexure – ‘B’** attached hereto with the signature and stamp of their present employer at the appropriate place.
- 10) MU IDEAS Foundation reserves the right to fill up or not to fill the advertised post/s OR to alter, modify, cancel the entire advertisement.
- 11) Candidates should give the information regarding Court cases pending, Criminal cases, disciplinary actions or equivalent etc. Any changes in this information as and when occurred after the submission of application form till the completion of recruitment process should be brought to the notice of the MU IDEAS Foundation by the candidate, failing which the MU IDEAS Foundation reserves the right to cancel the candidature and to debar him/her from all selections.
- 12) Candidates belonging to reserved categories domiciled outside the Maharashtra State will be treated as Open.
- 13) Qualifications, relevant experience and age shall be considered as on last date of receipt of application.

- 14) As the above posts are unaided posts, will be filled only on temporary/tenure basis. employee in this post will not be considered as a government employee.
- 15) The above posts are unaided therefore the candidate appointed on said posts will not be able to make any claim for permanent placement in these posts. Also, if such a request is made, it will not be granted.
- 16) The service of the employees appointed to the above posts will be terminated automatically after end of their appointment period or tenure.
- 17) The contract will be signed by the temporary employee with the necessary terms and conditions.
- 18) The MU IDEAS Foundation Administration reserves the right to terminate the services of temporary employees appointed to the above posts without giving any prior notice / reasons as required.
- 19) Incomplete applications will not be considered/entertained and is liable to be rejected.
- 20) MU IDEAS Foundation will not be responsible for the applications misplaced or lost or delayed by the Postal department.
- 21) In the event of any information being found false, incomplete or incorrect the candidature/appointment is liable to be cancelled/terminated.
- 22) If the candidates try to bring any kind of direct or indirect pressure and political or social pressure on the officials and employees related to the university during the recruitment process or try to make indirect contact, such candidates will be considered ineligible.

**Sign./-**  
**Managing Director**  
MU IDEAS Foundation, Mumbai

Place : Mumbai  
Date : **17/01/2025**



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University of Mumbai

*D.D. to be enclosed of Rs.500 and mentioned the details below.*

D.D. No. \_\_\_\_\_ dated \_\_\_\_\_

Name of the Bank and Branch : \_\_\_\_\_

Affix  
passport  
size  
photo

To,  
The Managing Director,  
MU IDEAS Foundation,  
Mumbai

**Sub :- Application for the post of Incubation Manager,  
MU IDEAS Foundation, Mumbai.**

**Ref. :- Advertisement No. UoM/HRDC/01/2025, Dated 17/01/2025**

Please [ v ] wherever applicable

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname																		
	First name																		
	Middle name																		

2.

Current postal address (in BLOCK letters)																			
Email ID																			
Mobile No.																			
Tel. No.																			

3.

Date of Birth	D	D	/	M	M	/	Y	Y	Y	Y									
Age (as on date )				Years				Months						Days					
Birth Place																			
Nationality																			
Male/Female																			
Married/Unmarried																			

4.

Caste category	S.C.	S.T.	D.T.(A)	N.T.			S.B.C.	O.B.C.	OPEN
				B	C	D			

5.

Educational Qualifications					
Examination	University/ Board	Month & Year of Passing	Subject	% of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post-Graduate					
Doctor's Degree					
Any other qualification					

6.

Technical / Professional Experience.					
Institution/ Organization	Position Held	Nature of Appointment	Period of appointment		Total Exp.
			From (Date)	To (Date)	

7. Experience related to Management of Start-up eco-system.

8. Patents and Technology Transfer, if any :-

**11. Current employment information :**

(a)	Present position:	
(b)	Date of appointment:	
(c)	Name of Institution/ Organization where employed:	
(d)	Pay Level:	
(e)	Total Salary Rs.:	

**( Attach Last Pay Certificate, if any )**

**12. Names of persons who have given testimonials.**

1) \_\_\_\_\_

2) \_\_\_\_\_

**13. Names and addresses of not more than three persons to whom references may be made**

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

**Place :**

**Date :**

**(Signature of candidate)**

**Annexure – ‘B’**

**NO OBJECTION CERTIFICATE**

Certified that Shri/Smt./Kum. \_\_\_\_\_ is working as \_\_\_\_\_ w.e.f. \_\_\_\_\_ in our institute/company in the pay scale / pay band of Rs. \_\_\_\_\_. This office has no objection if he/she is selected for the post of \_\_\_\_\_ in the MU IDEAS Foundation, Mumbai and will be relieved within the stipulated period.

It is further certified that the candidate has no pending Inquiries/ Disciplinary action.

Place :

Date :

Designation & Seal

Signature of employer