



CSJM INNOVATION FOUNDATION



(A Section 8 Company Promoted by Chhatrapati Shahu Ji Maharaj University, Kanpur)

Advertisement No.: CSJMIF/Rect./01/2026

Date: 04 August 2026

RECRUITMENT NOTIFICATION

CSJM Innovation Foundation (CSJMIF), a Section 8 Company promoted by **Chhatrapati Shahu Ji Maharaj University, Kanpur**, invites online applications from dynamic, committed, and result-oriented Indian nationals for contractual appointments to various managerial, technical, professional, and internship positions.

CSJM Innovation Foundation is committed to fostering innovation, entrepreneurship, startup incubation, intellectual property management, technology commercialization, industry-academia collaboration, vocational education, and skill development. The Foundation provides a vibrant ecosystem for innovators, startups, faculty members, researchers, and students by facilitating incubation support, mentoring, funding linkages, capacity building, intellectual property services, and entrepreneurship development programmes.

Eligible candidates possessing the prescribed qualifications and relevant experience are invited to apply for the following positions.

Details of Vacancies

S. No.	Designation	No. of Posts
1	Chief Executive Officer (CEO)	01
2	Chief Technology Officer (CTO)	01
3	Outreach Manager	01
4	Incubation Manager	01
5	Manager – Vocational Education & Skill Development	01
6	Communications & Digital Media Associate	01
7	Innovation Associate	01
8	Accounts Officer	01
9	Intern (Innovation)	03
10	Intern (IPR & Legal)	01
11	Intern (Vocational Programmes)	02

Nature of Appointment

The appointments shall be **purely contractual** for an **initial period of one (01) year**, which may be **extended based on the performance of the incumbent and the requirements of the Foundation**. The engagement shall not confer any right for regular appointment or absorption in the University or the Foundation.

Selection Process

The selection shall be based on **Interview**. The Foundation reserves the right to shortlist candidates based on qualifications, experience, and other criteria deemed appropriate. Merely fulfilling the minimum eligibility criteria shall not entitle any applicant to be called for interview.

How to Apply

Applications shall be accepted **only through online mode**.

Eligible candidates are required to submit their applications through the online recruitment portal:

<https://csjmunt.samarth.edu.in/>

Applications submitted through any other mode shall not be entertained.

A **non-refundable application fee of ₹500/- (Rupees Five Hundred Only)** shall be payable through the online payment gateway available on the recruitment portal at the time of submission of the application. Applications submitted without successful payment of the prescribed application fee shall not be considered.

The detailed eligibility criteria, responsibilities of each post, and other terms & conditions are available with this recruitment. Candidates are advised to carefully read the detailed advertisement and ensure that they fulfil the prescribed eligibility criteria before submitting the online application.

General Instructions

1. Only Indian Nationals are eligible to apply.
2. Candidates must ensure that they satisfy the prescribed eligibility criteria before submitting the online application.
3. Mere submission of an application or fulfilling the minimum eligibility requirements shall not guarantee selection or an interview call.
4. The number of vacancies is indicative and may increase, decrease, or remain unfilled depending upon the requirements of the Foundation.
5. The emoluments mentioned are consolidated and negotiable within the prescribed range based on qualifications, experience, and suitability.
6. The decision of the Competent Authority of the CSJM Innovation Foundation regarding shortlisting, selection, and appointment shall be final and binding.
7. Canvassing in any form shall lead to disqualification.
8. CSJM Innovation Foundation reserves the right to cancel, modify, or withdraw any or all advertised positions without assigning any reason.

CHIEF EXECUTIVE OFFICER (CEO)

Particulars	Details
No. of Post	One (01)
Nature of Appointment	Contractual (Initially for a period of one year, extendable based on performance and institutional requirements)
Remuneration	₹80,000 – ₹1,50,000 per month*

Eligibility Criteria

Criteria	Requirement
Educational Qualification	Master's Degree in Engineering, Technology, Science, Management, Law, Commerce, Public Policy, Entrepreneurship, or any other relevant discipline from a recognized University/Institution. Higher qualifications such as Ph.D., MBA, M.Tech., LL.M., CA, CS, etc. shall be preferred.
Experience	Minimum 7 years of relevant professional experience in startup incubation, innovation management, entrepreneurship development, institutional administration, technology commercialization, industry-academia collaboration, Government-funded projects, or allied areas.
Desirable	Experience of working with Startup India, Startup Uttar Pradesh, DST, BIRAC, MSME, AICTE, UGC, or similar organizations. Strong leadership, proposal writing, fundraising, stakeholder management, communication, networking, and team management skills shall be preferred.

Roles & Responsibilities

- Provide strategic leadership for achieving the objectives of CSJM Innovation Foundation.
- Implement the decisions and policies approved by the Board of Directors.
- Oversee the administration, finance, programmes, and day-to-day operations of the Foundation.
- Lead startup incubation, innovation, entrepreneurship, IPR, technology commercialization, and institutional development initiatives.
- Develop collaborations with Government Departments, industries, academic institutions, investors, incubators, and funding agencies.
- Mobilize financial resources through Government grants, CSR initiatives, consultancy projects, and strategic partnerships.
- Supervise the implementation of innovation, incubation, vocational education, outreach, and other ecosystem development programmes.
- Ensure statutory compliance, financial discipline, institutional governance, and effective utilization of resources.
- Represent CSJM Innovation Foundation before Government agencies, funding organizations, industries, national and international forums, and perform such other duties as may be assigned by the Board of Directors from time to time.



CHIEF TECHNOLOGY OFFICER (CTO)

Particulars	Details
No. of Post	One (01)
Nature of Appointment	Contractual (Initially for a period of one year, extendable based on performance and institutional requirements)
Remuneration	₹70,000 – ₹1,20,000 per month*

Eligibility Criteria

Criteria	Requirement
Educational Qualification	Bachelor's/Master's Degree in Engineering, Computer Science, Information Technology, Artificial Intelligence, Data Science, Electronics, Cyber Security, or any other relevant discipline from a recognized University/Institution. Higher qualifications such as M.Tech., Ph.D., MBA (Technology Management), or equivalent shall be preferred.
Experience	Minimum 5 years of relevant professional experience in technology management, software development, emerging technologies, digital transformation, innovation ecosystem, startup mentoring, research & development, or technology commercialization.
Desirable	Experience in Artificial Intelligence, Cyber Security, IoT, Drone Technologies, Digital Platforms, Product Development, Technology Transfer, Startup Ecosystem, Government-funded technology projects, and managing multidisciplinary technical teams. Excellent analytical, leadership, project management, and communication skills shall be preferred.

Roles & Responsibilities

- Lead the technology vision and digital transformation initiatives of CSJM Innovation Foundation.
- Provide technical mentorship and guidance to incubated startups, innovators, and student entrepreneurs.
- Design, develop, and oversee implementation of technology-based innovation programmes and digital platforms.
- Support research commercialization, prototype development, product validation, and technology transfer activities.
- Coordinate AI, Cyber Security, Drone Technology, IoT, and other emerging technology initiatives undertaken by the Foundation.
- Develop collaborations with technology companies, research institutions, incubators, industries, and Government agencies.
- Assist in preparation and execution of technology-focused Government proposals, research projects, and innovation programmes.
- Oversee digital infrastructure, software systems, cybersecurity practices, and technology resources of the Foundation.



OUTREACH MANAGER

Particulars	Details
No. of Post	One (01)
Nature of Appointment	Contractual (Initially for a period of one year, extendable based on performance and institutional requirements)
Remuneration	₹40,000 – ₹60,000 per month*

Eligibility Criteria

Criteria	Requirement
Educational Qualification	Bachelor's/Master's Degree in Management, Commerce, Science, Engineering, Public Relations, Mass Communication, Social Work, Entrepreneurship, or any other relevant discipline from a recognized University/Institution. MBA or equivalent qualification shall be preferred.
Experience	Minimum 3 years of relevant professional experience in stakeholder engagement, institutional outreach, programme coordination, business development, entrepreneurship promotion, startup ecosystem, event management, or industry-academia collaboration.
Desirable	Excellent communication, networking, presentation, and relationship management skills. Experience in liaising with Government Departments, educational institutions, industries, startups, incubation centres, and funding agencies shall be preferred. Proficiency in report writing and digital communication tools will be an added advantage.

Roles & Responsibilities

- Develop and strengthen collaborations with Government Departments, industries, academic institutions, incubators, startups, and ecosystem partners.
- Plan and coordinate outreach programmes, innovation awareness campaigns, workshops, seminars, hackathons, ideathons, and entrepreneurship promotion activities.
- Establish and maintain effective liaison with affiliated colleges, universities, research institutions, and district-level stakeholders.
- Promote CSJM Innovation Foundation's programmes, initiatives, and services through strategic outreach and institutional engagement.
- Identify opportunities for partnerships, MoUs, sponsored programmes, CSR collaborations, and Government-supported initiatives.
- Coordinate visits of dignitaries, industry experts, investors, and startup delegations to the Foundation.
- Maintain records of collaborations, institutional engagements, outreach activities, and prepare periodic reports for the management.

 

INCUBATION MANAGER

Particulars	Details
No. of Post	One (01)
Nature of Appointment	Contractual (Initially for a period of one year, extendable based on performance and institutional requirements)
Remuneration	₹40,000 – ₹60,000 per month*

Eligibility Criteria

Criteria	Requirement
Educational Qualification	Bachelor's/Master's Degree in Management, Engineering, Technology, Science, Commerce, Entrepreneurship, Law, or any other relevant discipline from a recognized University/Institution. MBA or equivalent qualification shall be preferred.
Experience	Minimum 3 years of relevant professional experience in startup incubation, entrepreneurship development, innovation management, business development, startup mentoring, project management, or ecosystem development.
Desirable	Experience in startup incubation, accelerator programmes, investor relations, Government startup schemes, proposal evaluation, business mentoring, and stakeholder management. Knowledge of Startup India, Startup Uttar Pradesh, funding mechanisms, and incubation best practices shall be preferred.

Roles & Responsibilities

- Manage the complete incubation lifecycle, including startup scouting, screening, onboarding, incubation, graduation, and exit.
- Coordinate startup mentoring, business advisory services, investor interactions, and capacity-building programmes.
- Monitor the progress and performance of incubated startups and ensure compliance with incubation agreements and institutional policies.
- Facilitate access to funding opportunities, Government schemes, venture capitalists, angel investors, and industry partners.
- Coordinate startup review meetings, incubation committee meetings, and maintain incubation records and documentation.
- Assist startups in business planning, market validation, commercialization, technology transfer, and regulatory compliance.
- Develop and maintain collaborations with incubators, accelerators, industries, research institutions, and innovation ecosystem partners.
- Organize startup events, demo days, investor meets, mentoring sessions, and entrepreneurship development programmes.



MANAGER – VOCATIONAL EDUCATION & SKILL DEVELOPMENT

Particulars	Details
No. of Post	One (01)
Nature of Appointment	Contractual (Initially for a period of one year, extendable based on performance and institutional requirements)
Remuneration	₹40,000 – ₹60,000 per month*

Eligibility Criteria

Criteria	Requirement
Educational Qualification	Bachelor's/Master's Degree in Management, Education, Commerce, Science, Engineering, Information Technology, Public Administration, or any other relevant discipline from a recognized University/Institution. MBA or equivalent qualification shall be preferred.
Experience	Minimum 3 years of relevant professional experience in management of academic programmes, vocational education, skill development, project management, Government-sponsored programmes, or institutional coordination.
Desirable	Experience in implementation of vocational education programmes, National Education Policy (NEP), NSQF, Government skill development initiatives, Learning Management Systems (LMS), student management, MIS, and stakeholder coordination. Strong organizational, communication, and reporting skills shall be preferred.

Roles & Responsibilities

- Plan, coordinate, and manage vocational education and skill development programmes implemented by CSJM Innovation Foundation.
- Coordinate with affiliated colleges, University departments, training partners, Government agencies, and industry partners for effective programme implementation.
- Monitor student enrolment, course delivery, assessments, certification, and overall programme quality.
- Maintain programme MIS, prepare utilization reports, progress reports, and other documentation required by regulatory and funding agencies.
- Coordinate faculty, trainers, resource persons, and technical support teams for smooth execution of vocational programmes.
- Ensure compliance with applicable guidelines of Government agencies, universities, and funding organizations.
- Organize orientation programmes, workshops, awareness campaigns, and capacity-building initiatives related to vocational education.
- Identify opportunities for expansion of vocational programmes and establish collaborations with industries and training partners.

 

COMMUNICATIONS & DIGITAL MEDIA ASSOCIATE

Particulars	Details
No. of Post	One (01)
Nature of Appointment	Contractual (Initially for a period of one year, extendable based on performance and institutional requirements)
Remuneration	₹25,000 - ₹40,000 per month*

Eligibility Criteria

Criteria	Requirement
Educational Qualification	Bachelor's/Master's Degree in Mass Communication, Journalism, Digital Media, Marketing, Graphic Design, Information Technology, Computer Applications, Fine Arts, or any other relevant discipline from a recognized University/Institution.
Experience	Minimum 2 years of relevant professional experience in digital marketing, social media management, branding, graphic designing, content creation, photography, videography, website management, or institutional communications.
Desirable	Proficiency in graphic designing software, video editing tools, social media analytics, content management systems, website management, photography, videography, and AI-based content creation tools. Excellent writing and communication skills shall be preferred.

Roles & Responsibilities

- Develop and implement the branding, communication, and digital media strategy of CSJM Innovation Foundation.
- Manage and regularly update the official website, social media platforms, and other digital communication channels of the Foundation.
- Design promotional materials, brochures, newsletters, annual reports, banners, presentations, and publicity content for various programmes and events.
- Create digital content including photographs, videos, success stories, startup profiles, press releases, and promotional campaigns.
- Coordinate media coverage, press interactions, public relations, and institutional branding initiatives.
- Maintain digital archives of events, activities, startup achievements, collaborations, and institutional milestones.
- Promote innovation, startup, incubation, IPR, vocational programmes, and outreach activities through effective digital campaigns.
- Monitor social media analytics and prepare periodic reports on digital outreach and engagement.
- Assist in event documentation, live coverage, and dissemination of information to stakeholders.



INNOVATION ASSOCIATE

Particulars	Details
No. of Post	One (01)
Nature of Appointment	Contractual (Initially for a period of one year, extendable based on performance and institutional requirements)
Remuneration	₹25,000 – ₹40,000 per month*

Eligibility Criteria

Criteria	Requirement
Educational Qualification	Bachelor's/Master's Degree in Engineering, Technology, Management, Science, Commerce, Law, Entrepreneurship, Innovation, or any other relevant discipline from a recognized University/Institution. MBA or equivalent qualification shall be preferred.
Experience	Minimum 2 years of relevant professional experience in innovation management, startup ecosystem, entrepreneurship development, event management, project coordination, incubation support, or institutional programmes. Fresh candidates with exceptional academic credentials and relevant internship experience may also be considered.
Desirable	Knowledge of Startup India, innovation ecosystem, intellectual property, entrepreneurship development, proposal drafting, report writing, and Government innovation programmes. Excellent communication, organizational, documentation, and presentation skills shall be preferred.

Roles & Responsibilities

- Coordinate innovation, entrepreneurship, startup, incubation, and capacity-building programmes organized by CSJM Innovation Foundation.
- Assist in planning and execution of ideathons, hackathons, startup competitions, innovation challenges, workshops, seminars, and outreach programmes.
- Support startup identification, screening, onboarding, mentoring coordination, and incubation activities.
- Prepare concept notes, project proposals, reports, presentations, meeting minutes, and institutional documentation.
- Coordinate with University departments, affiliated colleges, Government agencies, industries, startups, mentors, and ecosystem partners for successful implementation of programmes.
- Maintain programme databases, startup records, innovation portfolios, and progress reports.
- Assist in implementation of Government-funded projects, innovation initiatives, and entrepreneurship development programmes.
- Facilitate student engagement activities and promote innovation and startup culture across the University ecosystem.



ACCOUNTS OFFICER

Particulars	Details
Position	Accounts Officer
No. of Posts	One (01)
Nature of Appointment	Contractual (Initially for a period of one year, extendable based on performance, institutional requirements, and availability of funds)
Remuneration	₹20,000 – ₹30,000 per month*
Educational Qualification	Bachelor's Degree in Commerce (B.Com.) from a recognized University. Preference shall be given to candidates possessing M.Com., MBA (Finance), CA (Inter), CMA (Inter), or equivalent professional qualifications.
Experience	Minimum two years' experience in accounting, finance, bookkeeping, audit, project accounting, statutory compliance, or financial administration in Government, educational institutions, autonomous bodies, Section 8 companies, or reputed organizations.
Desirable	Working knowledge of Tally, MS Excel, PFMS, GeM, GST, Income Tax, TDS, EPF/ESI (where applicable), preparation of financial statements, budget management, utilization certificates, Government-funded projects, and statutory compliance. Good analytical and documentation skills shall be preferred.

Broad Roles & Responsibilities

- Maintain books of accounts and financial records.
- Prepare vouchers, ledgers, bank reconciliation statements and financial reports.
- Process payments.
- Ensure compliance with GST, TDS and other statutory requirements.
- Assist in budget preparation, audits, utilization certificates and project accounting.
- Maintain procurement and grant-related financial records.
- Coordinate with banks, auditors and Government agencies.
- Perform such other financial and administrative functions as may be assigned by the Chief Executive Officer.



INTERN (INNOVATION)

Particulars	Details
No. of Posts	Three (03)
Nature of Appointment	Internship (Initially for a period of six months, extendable up to one year based on performance and institutional requirements)
Remuneration	₹12,000 - ₹20,000 per month*

Eligibility Criteria

Criteria	Requirement
Educational Qualification	Final-year Undergraduate/Postgraduate student or recent graduate in Engineering, Technology, Management, Science, Commerce, Law, Entrepreneurship, Innovation, or any other relevant discipline from a recognized University/Institution.
Experience	Prior internship or experience in innovation, startup ecosystem, entrepreneurship development, event management, research, or project coordination shall be preferred.
Desirable	Strong communication, report writing, presentation, documentation, and computer skills. Interest in innovation, startups, incubation, and entrepreneurship with the ability to work in a dynamic environment.

Roles & Responsibilities

- Assist in planning and execution of innovation, startup, incubation, hackathons, ideathons, and entrepreneurship programmes.
- Support documentation, report preparation, meeting minutes, presentations, and data management related to Foundation activities.
- Coordinate with startups, mentors, students, faculty members, and ecosystem partners during programme implementation.
- Assist in startup screening, innovation scouting, field visits, surveys, and outreach activities.
- Maintain records, databases, and documentation relating to innovation and incubation programmes.
- Provide administrative and logistical support during workshops, seminars, competitions, and other institutional events.
- Assist in preparation of project proposals, concept notes, and periodic progress reports.
- Perform such other duties as may be assigned by the Chief Executive Officer or the reporting officer from time to time.



INTERN (INTELLECTUAL PROPERTY RIGHTS - IPR)

Particulars	Details
No. of Posts	One (01)
Nature of Appointment	Internship (Initially for a period of six months, extendable up to one year based on performance and institutional requirements)
Remuneration	₹12,000 - ₹20,000 per month*

Eligibility Criteria

Criteria	Requirement
Educational Qualification	Final-year Undergraduate/Postgraduate student or recent graduate in Law, Engineering, Science, Management, Pharmacy, Biotechnology, Computer Science, or any other relevant discipline from a recognized University/Institution. Preference shall be given to candidates having exposure to Intellectual Property Rights (IPR).
Experience	Prior internship or experience in patent drafting, patent searching, IP management, legal research, technology transfer, or innovation ecosystem shall be preferred.
Desirable	Basic knowledge of Patents, Copyrights, Trademarks, Designs, and Geographical Indications. Familiarity with patent databases, prior-art searches, legal drafting, documentation, and Microsoft Office applications. Strong analytical, research, and communication skills shall be preferred.

Roles & Responsibilities

- Assist in patentability assessment, prior-art searches, and preparation of patent-related documentation.
- Support filing and prosecution of patents, designs, copyrights, trademarks, and other forms of Intellectual Property.
- Maintain records and databases relating to intellectual property filings and portfolio management of the Foundation.
- Assist in organizing IPR awareness programmes, workshops, seminars, and capacity-building initiatives.
- Coordinate with inventors, faculty members, startups, patent professionals, and Government agencies regarding IPR-related activities.
- Assist in preparation of technology disclosures, invention disclosure forms, agreements, reports, and other legal documentation.
- Support commercialization, technology transfer, licensing, and innovation management activities of the Foundation.
- Perform such other duties as may be assigned by the Chief Executive Officer or the reporting officer from time to time.



INTERN (VOCATIONAL PROGRAMMES)

Particulars	Details
No. of Posts	Two (02)
Nature of Appointment	Internship (Initially for a period of six months, extendable up to one year based on performance and institutional requirements)
Remuneration	₹12,000 – ₹20,000 per month*

Eligibility Criteria

Criteria	Requirement
Educational Qualification	Final-year Undergraduate/Postgraduate student or recent graduate in Management, Education, Commerce, Science, Engineering, Computer Applications, Information Technology, or any other relevant discipline from a recognized University/Institution.
Experience	Prior internship or experience in academic administration, vocational education, programme coordination, data management, MIS, or student support services shall be preferred.
Desirable	Good communication, organizational, and documentation skills. Proficiency in Microsoft Office, Google Workspace, data management, report preparation, and digital learning platforms. Ability to coordinate with students, colleges, and external stakeholders.

Roles & Responsibilities

- Assist in the implementation and coordination of vocational education and skill development programmes conducted by CSJM Innovation Foundation.
- Support student registration, enrolment verification, attendance monitoring, certification processes, and learner support services.
- Maintain programme databases, Management Information System (MIS), documentation, and periodic reports.
- Coordinate with affiliated colleges, training partners, faculty members, and students for smooth execution of vocational programmes.
- Assist in organizing orientation programmes, workshops, webinars, examinations, and awareness campaigns.
- Support monitoring, evaluation, and quality assurance of vocational programmes in accordance with institutional and Government guidelines.
- Assist in preparation of utilization reports, presentations, proposals, and other programme-related documentation.

Perform such other duties as may be assigned by the Chief Executive Officer or the reporting officer from time to time.

