



Recruitment

AIC-LMCP Foundation, an Atal Incubation Centre supported by NITI Aayog, Govt. of India and hosted by L. M. College of Pharmacy, focusing on Pharmaceuticals and Healthcare Sector, is inviting applications for selection of key position as mentioned below:

- **Incubation Manager – 01 position**

Details of the Roles and responsibilities, Qualification/Experience and skillset expectations for this position are given at <https://aiclmcp.org>.

Interested candidates are requested to send their resume by e-mail to aic@lmcp.ac.in and principal@lmcp.ac.in latest by EOD **29th June 2026**.

Applications should be submitted through e-mail only.

The applicant will get the acknowledgement by return e-mail. The shortlisted candidates will be intimated after preliminary screening.



Incubation Manager (Reporting to: CEO)

Key Roles and responsibilities:

- Responsible for day-to-day operations of Incubator
- Organization and execution of events, trainings, programs
- Execution of promotional activities including social media marketing to scout, attract and evaluate startup ideas in the Pharmaceutical and healthcare sector
- General project management including timely collection and updation of incubatee data/record in master database, monthly updates on performance and updation of information onto the online system (AIM portal/ Website/ Newsletter)
- Liaising with Incubatees/innovators/researchers to monitor their progress and ensuring support to them to find potential partners/ customers and development strategies.
- Conduct research to identify funding and sources of support for entrepreneurs.
- Support CEO in managing operations such as executing pre-incubation, incubation and acceleration programs, market assessment, coordinating with incubatees, mentors, collaborators, investors, Granting agency
- Coordination with key stakeholders to improve outcomes, building support, secure resources and ensure their continued commitment

Qualification/Experience:

- M. Pharm., Masters in Biological Sciences/Life Sciences and related fields OR B. Pharm., Bachelors in Biological Sciences/Life Sciences and related fields with Masters in Business Administration from a reputed Institution
- Overall 4-6 years of work experience. Must have worked in reputed incubators/accelerators or innovation/Technology Commercialization/entrepreneurship domain (Prior experience as a startup founder or with a relevant VC/Angel investment firm is a bonus) at least for 2 years, in performing similar tasks. Experience with incubators attached to educational institutions is preferable.
- Experience in administering programs and grants from the Government sources such as DBT, DST, AIM, MeITY, State Governments, Corporate CSR, etc.


Skillset:

- *Soft skills: Self-motivated, go-getter, enthusiastic individual with good leadership, communication (written and spoken), ability to speak in front of an audience as and when deemed necessary, networking and people management skills; entrepreneurial spirit, focus on tangible results, collaborative "can do" attitude and a desire for continuous improvement*
- *Technical skills: Familiarity with Pharmaceutical and Healthcare research landscape and the requirements, Entrepreneurship, Ability to rapidly adapt and respond to changes in startup environment*
- *Excellent skills in the Microsoft Office Suite (MS Word, Powerpoint, Excel etc.), design tools (e.g. Canva), Operations management tools (desirable)*



SELECTION PROCESS AND TERMS:

- All applicants will be acknowledged for the receipt of their application/Resume by e-mail.
- Shortlisted applicants will be invited for a personal interview with the selection panel.
- A formal employment offer shall only be offered to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate.
- The decision of the management of AIC-LMCP Foundation shall be final in all matters related to this selection and recruitment.
- The appointment will be for the initial term of one year and will be extended based on the review of performance.
- The salary will be decided based on the experience, competency and outcome of evaluation process.


12 Jun 2026

