

2nd Floor, Platinum Jubilee Building, AC Tech Campus, Anna University, Chennai - 600025.

### About Us:

AIC–AU Incubation Foundation (AIC–Anna Incubator) is committed to fostering innovation, entrepreneurship, and startup growth by creating a dynamic ecosystem for emerging ventures. Through incubation support, mentorship, industry collaboration, and access to resources, we enable startups to transform innovative ideas into scalable and sustainable businesses.

### Incubation Associate

The role involves working closely with early-stage startups in areas related to company formalization, investment facilitation, compliance coordination, and incubation support. The selected candidate will assist in startup evaluation, investment documentation, ecosystem engagement, and enabling startups to navigate growth and funding opportunities within the incubation ecosystem.

◇ Position 1	
<b>Team</b>	Incubation & Investment Team
<b>Designations Offered</b>	Incubation Associate
<b>Minimum Qualification:</b>	Graduation degree in Commerce, Engineering, Finance, Entrepreneurship, or related fields
<b>Preferred Work Experience</b>	<ul style="list-style-type: none"> <li>• 1–3 years of experience in startup incubation, investment management, business consulting, venture ecosystem, or startup operations</li> <li>• Experience in startup due diligence, fundraising support, company incorporation, or investment documentation will be an added advantage</li> </ul>
<b>Job Duties and Accountabilities</b>	<ul style="list-style-type: none"> <li>• Support startups in company registration, and compliance processes</li> <li>• Assist in implementation of incubation and seed fund programs.</li> <li>• Coordinate with startups for investment-related documentation and due diligence</li> <li>• Assist in evaluating startup proposals, business models, and financial projections</li> <li>• Maintain records related to incubation, equity investments, and startup progress</li> <li>• Coordinate with investors, mentors, legal consultants, and ecosystem partners</li> <li>• Monitor startup milestones and reporting requirements</li> </ul>
<b>Main Skills:</b>	<ul style="list-style-type: none"> <li>• Startup ecosystem understanding</li> <li>• Investment and financial analysis</li> <li>• Documentation and compliance management</li> <li>• Communication and stakeholder coordination</li> <li>• MS Excel, PowerPoint, and reporting skills</li> <li>• Analytical and problem-solving ability</li> <li>• Knowledge about MCA, DPIIT, and startup-related regulations</li> </ul>



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### APPLICATION PROCESS:

- Aspiring candidates are to send the following documents by post to the below mentioned address by 17th May 2026.
  - Subject: Application for the post “.....”at AIC - Anna Incubator
  - Address: Room No: 317, 2nd Floor Platinum Jubilee Building, Anna University, Guindy, Chennai - 600 025
- A cover letter outlining your interest in the position and relevant experience.
- A detailed resume/CV.
- Contact information for at least two professional references.

### RECRUITMENT PROCESS:

- Recruitment will be based on individual assessments and/or interviews conducted.
- The final candidate selection will be determined by the overall assessment and personal interview.
- The interview schedule and details will be communicated to candidates via email.

### Benefits:

- Opportunity to work in a dynamic and innovative environment.
- Access to a network of entrepreneurs, mentors, and industry experts.
- Professional development opportunities.
- Compensation will be provided as per the standards of the Incubator.

### Contact Information:

For any inquiries regarding the position, please mail to [contact@annaincubator.org](mailto:contact@annaincubator.org).

For AIC – AU Incubation Foundation,

  
Mr. Kishore Kumar  
CEO & Director

