ADVERTISEMENT FOR RECRUITMENT TO VACANT POSITIONS IN GTU Ventures ON CONTRACTUAL MODE

Advertisement No. 02/2026

The appointment to all the above posts is initially made for the period of 11 months purely on a contractual and temporary basis.

GTU Ventures, under the Gujarat Technological University (GTU), invites fresh applications for the below-mentioned

Post of GISC:

Sr	Particular	Proposed Norms
1	Name of the Post	**Accountant**
2	Remuneration	Up to Rs 30,000/- per month fixed
3	Age Limit	Preferably below 35 years
4	Educational and other qualifications required for direct recruits	• First Class in B.COM or a graduation degree in an Accounting-related course from a recognized University. **OR** • 50% of the marks or its equivalent grade in M.COM or similar course or CA inter/Final from a recognized University • Knowledge of working on the latest Tally and similar accounting software, exposure to working on PFMS. Timely Startup Fund disbursement, Salary, and other related taxes • Computer proficiency and communication (written & oral) proficiency. • Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi. • Candidate having good soft skills, leadership, project management & administrative abilities. Also knowledge for preparing accounts and tax returns, Administering payrolls and controlling income and expenditure, auditing financial information, compiling and presenting reports, budgets, business plans, commentaries, and financial statements, and auditing related knowledge. • Prior experience in the field of an accounting firm, / CA Firm. • Candidate should be passionate about working around the key goals of GTU Ventures
5	Experience	Minimum 2-3 years of relevant experience,
6	Job Profile/Role Description	• The selected candidate will coordinate the broad efforts of the of GTU Ventures in that region for Accounting, Financing, Board Meetings, Agenda & Minutes writing • The candidate will be responsible for delivering time-bound goals as mandated by of GTU Ventures and other tasks given by the authority • Manage all accounting transactions • Handle monthly, quarterly, and annual closings • Comply with financial policies and regulations • Report on the company's financial health and liquidity • Manage balance sheets and profit/loss statements • Coordinate with regional staff for funding and other audits • Any additional work as per the requirements of the project or of GTU Ventures. • Managing workloads and deadlines leads the staff of the department.

Sr	Particular	Proposed Norms
1	Name of the Post	**Project Assistant (Admin & Technical)**
2	Remuneration	Up to Rs. 25,000/- Per Month fixed
3	Age Limit	Not more than 35 years
4	Educational and other qualifications required for direct recruits	• B.E./B.Tech. (EC, IC, IT, CE, Electrical, Mechanical, Mechatronics, Robotics, and allied branches) in a relevant subject from a recognised University • Computer proficiency and communication (written & oral) proficiency. Excellent in writing and speaking English, with working knowledge of Gujarati and Hindi. • Basic exposure to research, innovation, startups, or an entrepreneurial ecosystem. • Candidates with prior experience in the field of project management, Innovation, IPR, Product design & working with the start-up ecosystem will be given preference. Additional certifications in any of the above domains will be given weightage. • Candidates should be passionate about working towards the key goals of GTU Ventures.
5	Experience	Minimum 2 years of relevant experience. Out of these 2 years, the incumbent should have a minimum of 1 year of relevant experience in areas such as Proof of Concept (PoC) mentoring, PoC development, incubation centre operations, or involvement in a similar innovation and entrepreneurship ecosystem.
6	Key Responsibility	• Provide startup guidance and mentoring to students, innovators, and startups. • Support and manage FabLab operations, including coordination, utilisation, and reporting. • Assist in planning and execution of innovation, incubation, and entrepreneurship programs. • Coordinate with startups, mentors, faculty, industry partners, and stakeholders. • Support project monitoring, documentation, data analysis, and reporting. • Use relevant software tools for project management and reporting. • Any additional work as per the requirements of the project or GTU Ventures.

Sr	Particular	Proposed Norms
1	Name of the Post	**Regional Hub Coordinator/RISC Coordinator (Regional Innovation and Start-up Centre), (Rajkot, Surat, Anand, Mehsana)**
2	Remuneration	Up to Rs 50,000/- per month
3	Age Limit	Not more than 40 years
4	Education	MBA/ ME/ PGDM/ M.Pharm/ or relevant Master's degree from a recognised University or 2-year full PGDM (Post Graduation Diploma in Management) from an AICTE-approved institute.
5	Experience / Key Skills & Competencies Required:	• Minimum 5 years of experience, out of that 3 years of relevant experience, such as: ○ Experience in a reputed Innovation / Incubation Centre / Entrepreneurship Organization (full-time) in areas like incubation, innovation promotion, or related activities, or ○ Founder / Co-founder of a start-up, OR ○ Worked in a start-up/enterprise in a leadership role, • Strong entrepreneurial capabilities • Good understanding of Indian and global start-up ecosystems • Proficiency in English, Hindi, and Gujarati • Good updated knowledge of Computer applications (on emails, word processing, spreadsheet, presentation software etc., and OS like MS- Windows) and other additional required software skills used in the office. • Computer proficiency and communication (written & oral) proficiency. Excellent in writing and speaking English, with working knowledge of Gujarati and Hindi.
6	Roles, Responsibilities	• Lead regional innovation initiatives and manage incubation programs • Coordinate with stakeholders, including universities, incubators, and industry partners • Promote and strengthen the student start-up ecosystem • Experience in handling student start-up initiatives, policies, and programs • Ability to implement GTU's Student Start-up Policy and related initiatives • Understanding of innovation and start-up value chain • Knowledge of co-working space and incubation center operations • Capability to develop and expand regional start-up networks and ecosystems across colleges • Any additional work as per the requirements of the project or GTU Ventures

Financial Manager:

Sr.	Particular	Proposed Norms
1	Name of the Post	**Finance Manager**
2	Role Summary	The Finance Manager will manage end-to-end financial operations for GTU Ventures' constituent entities (GTU Innovation & Startup Centre, AIC-GISC Foundation, regional incubation hubs, IP Facilitation, etc.) financial operations include. ● Preparing budgets and forecasts, ● maintaining accurate accounting records, ● ensuring liquidity (cash flow management), and ● producing timely management and statutory financial reports. ● Other task directed by CEO/ Group CEO and board from time to time. ● The Finance Manager will also lead internal controls and pre-audit reviews of expenses, procurements and contracts, coordinate external audits, and ensure compliance with all tax and regulatory filings (GST, Income Tax, TDS, MCA/ROC reporting for a Section-8 company, etc.). ● In essence, the Finance Manager provides strategic financial advice to the CEO and board, aligns financial planning with business goals, and safeguards the incubator's financial health
3	Remuneration	● Up to Rs. 90,000/- Per Month fixed and consolidated. This is a contractual position for an initial period of 11 months, with the possibility of renewal for up to 5 years based on performance and organizational requirements. With yearly increment approved by the competent authority of GISC.
4	Age Limit	● Not more than 45 years
5	Educational, Qualifications and Experience required	● Chartered Accountant (CA) qualification (ICAI) is mandatory. Membership of the Institute of Chartered Accountants of India (FCA/ACA). ● Graduation degree with 55% of mark is desirable. ● 5+ years of experience in accounting/finance roles. Preferable background includes work in Section-8 companies, educational/non-profit organizations, technology startups, or public sector firms. Experience with internal/external audits and government-affiliated projects is highly valued. ● Knowledge of Indian accounting standards, tax regulations, and Companies Act is must. Proven track record in preparing budgets, financial statements, and handling audits. ● Proficiency in accounting software (e.g. Tally, ERP systems), MS Excel & other similar software. Familiarity with setting up MIS and dashboards for management reporting. ● Knowledge, experience and proficiency in using the Public Fund Management System (PFMS) of Government of India is preferred. ● Excellent analytical skills, attention to detail, and integrity. Ability to communicate financial information clearly to non-finance stakeholders. ● Computer proficiency and communication (written and oral) proficiency. Excellent in writing and speaking English, with working knowledge of Gujarati and Hindi.

6	Role and Responsibility	• **Budgeting & Planning:** Develop and manage the annual budgeting process and financial projections across all GTU Ventures verticals, ensuring resources are allocated effectively to meet strategic goals. Monitor variances and update forecasts. • **Accounting & Bookkeeping**: Maintain complete and accurate books of accounts (ledgers, journals, bank reconciliations) using appropriate accounting software. Ensure all transactions (grants, invoices, reimbursements, payroll, etc.) are recorded promptly and correctly. • **Cash Flow Management**: Monitor and optimize cash flows, ensure sufficient liquidity for operations, and manage bank relationships. Implement strategies for timely invoicing, vendor payments, and cash reserves. • **Financial Reporting:** Prepare monthly/quarterly management accounts and annual financial statements (P&L, Balance Sheet, Cash Flows) for GTU Ventures and each constituent entity. Present reports to management and funding partners. Ensure reports meet accounting standards and stakeholder requirements. • **Audit & Controls**: Conduct regular internal pre-audit checks of transactions, procurement documents, and reimbursements to enforce compliance. Coordinate statutory audits and oversee implementation of auditors' recommendations. CAs are entrusted with auditing duties due to their expertise in verifying that financial statements accurately represent the organization's funds. • **Tax & Regulatory Compliance**: Ensure 100% compliance with tax laws and statutory requirements. This includes timely filing of GST, Income Tax, TDS returns, ROC filings (annual returns, financials), and maintenance of Statutory Registers for the Section-8 company. As specialists in tax management, CAs help minimize liabilities while adhering to regulations. • **Financial Controls & Processes:** Design and enforce robust financial policies (e.g. procurement guidelines, approval hierarchies, petty cash management). Manage accounts payable/receivable processes and petty cash. Safeguard assets by maintaining an updated fixed-asset register and insurance coverage. • **Funding & Grants Management**: Track grants, sponsorships, and government funding received by GTU Ventures. Assist in financial planning for funding proposals and ensure compliance with grant conditions. Advise on funding strategies (equity, debt, grants) and investment of idle funds. • **MIS & Performance Metrics:** Implement accounting information systems (MIS) and financial dashboards. Define and monitor key performance indicators (KPIs) for financial health (e.g. burn rate, runway, cost per incubate). Use data to guide decision-making and improve financial performance. • **Stakeholder Liaison:** liaison with the University finance department, trustees, banks, investors, and government bodies (e.g. Atal Innovation Mission). Provide necessary financial inputs for meetings (e.g. Board, AGM) and comply with audit queries from funding agencies. • **Mentorship & Guidance:** Advise internal teams and incubated startups on financial best practices, compliance and legalities as needed. Act as the company secretary if required, assisting the board with financial and secretarial duties.

		• Head the account & finance department and institute the employee of this department to work towards achieving the annual outcome decided by the CEO and board from time to time. • Timely payment to all stockholders of GTU ventures and compliance with government bodies especially related to GST / TDS / income tax / PF / property tax.

Sr. No.	Particular	Proposed Norms
1	Name of the Post	**Incubation Associate**
2	Remuneration	Up to Rs. 35,000/- Per Month fixed
3	Age Limit	Not more than 35 years
4	Education	UG/PG Degree in Engineering, OR Management, or related disciplines from a recognized University.
5	Experience / Key Skills & Competencies Required:	Minimum 3 years of experience; out of these 2 years are in start-ups, incubation, or prior exposure to start-up ecosystems. Good organizational and documentation skills to manage programs, records, and incubation-related processes. Basic proficiency in MS Office / Google Workspace and willingness to learn new tools. Computer proficiency and communication (written & oral) proficiency. Excellent in writing and speaking English, with working knowledge of Gujarati and Hindi.
6	Roles, Responsibilities	• The selected candidate will coordinate the broad efforts of GTU Innovation & Startup Center under GTU Ventures • Organise and manage events, workshops, hackathons, and investor-connected programs. • The candidate will be responsible for delivering time-bound goals as mandated by GTU Ventures. • Coordinate with a diverse range of work as per the requirements of the project and task initiative • Coordinate onboarding, progress tracking, and reporting for incubated start-ups • Perform any additional tasks as assigned from time to time. • Prepare periodic reports and dashboards on incubator performance and outcomes • Support IP filing, social media, documentation, and compliance-related activities • Any additional work as per the requirements of the project or GTU Ventures

Post of AIC:

Sr.	Particular	Proposed Norms
1	**Name of the Post**	**Project Manager**
2	**Remuneration**	Maximum CTC up to Rs. 50,000/- fixed and consolidated, per month, This is the maximum possible CTC and the final offer may defer.
3	**Age Limit**	Not more than 40 years
4	**Educational and other qualifications required for direct recruits**	A Graduate and/or Post graduate from any nationally reputed institute/university having Minimum 5 years of overall work experience, with preferably two or more years of experience in the startup / Innovation /Entrepreneurship domain, either as a key employee of a start-up and / or as an enabler of startup/Innovation ecosystem or in a lead position in reputed Innovation & Startup promoting organization. Candidate having working in a health care innovation, start-up ecosystem and center will be given preference. MBA/PGDBM/M.Tech/ME/MSc/ Masters in Biological Science with minimum 55% from a recognised university. Experience in Business Development /Entrepreneurship Development / Technology Commercialization would be an added advantage.
5	**Description**	· Post-Graduation in Business Management/Engineering/Technology/ Biological Science · Experience of working in Incubation center · Proficiency in computer applications · Ability to thrive in an entrepreneurial environment
6	**Key Responsibility**	• Self-starter, capable of taking initiatives and making decisions in a collaborative manner • Excellent analytical and problem solving skills • Strong interpersonal, oral and written communication skills; proven aptitude for analytical • He/She should have IPR Knowledge. • To manage and oversee the Health System-Incubator facility. • Establish collaborations with other incubators, institutes, hospitals, and industries involved in Bio entrepreneurship/Health System enterprises. • To scout & evaluate startup idea in the field of Biotechnology / Biomedical /Bioinformatics / Biopharma / Healthcare / Life Sciences and allied areas under Health System. • Technical knowhow of managing a full-fledged laboratory in the health system space and familiarity with handling various biological laboratory equipment. • To engage with key stakeholders to improve outcomes, building support and secure resources. • Ability to rapidly adapt and respond to changes in startup environment. • Interact and maintain relationships with startups, innovators researchers and mentors. • General project administration and coordination as required. • Ability to develop network with the local or regional healthcare institutions such as hospitals, medical colleges, pharma companies, reagent suppliers and allied organization.

Sr	Particular	Proposed Norms
1	Name of the Post	**Executive Accountant & Administrator**
2	Remuneration	Up to Rs 30,000/- per month fixed
3	Age Limit	Preferably below 35 years
4	Educational and other qualifications required for direct recruits	• First Class in B.COM or a graduation degree in an Accounting-related course from a recognized University. **OR** • 50% of the marks or its equivalent grade in M.COM or similar course or CA inter/Final from a recognized University • Knowledge of working on the latest Tally and similar accounting software, exposure to working on PFMS. Timely Startup Fund disbursement, Salary, and other related taxes • Computer proficiency and communication (written & oral) proficiency. • Excellent in writing and speaking English, Working knowledge of Gujarati and Hindi. • Candidate having good soft skills, leadership, project management & administrative abilities. Also knowledge for preparing accounts and tax returns, Administering payrolls and controlling income and expenditure, auditing financial information, compiling and presenting reports, budgets, business plans, commentaries, and financial statements, and auditing related knowledge. • Prior experience in the field of an accounting firm, / CA Firm. • Candidate should be passionate about working around the key goals of GTU Ventures
5	Experience	Minimum 2-3 years of relevant experience,
6	Job Profile/Role Description	• The selected candidate will coordinate the broad efforts of the of GTU Ventures in that region for Accounting, Financing, Board Meetings, Agenda & Minutes writing • The candidate will be responsible for delivering time-bound goals as mandated by of GTU Ventures and other tasks given by the authority • Manage all accounting transactions • Handle monthly, quarterly, and annual closings • Comply with financial policies and regulations • Report on the company’s financial health and liquidity • Manage balance sheets and profit/loss statements • Coordinate with regional staff for funding and other audits • Any additional work as per the requirements of the project or of GTU Ventures. • Managing workloads and deadlines leads the staff of the department.

Sr	Particular	Proposed Norms
1	Name of the Post	**Project Assistant (Admin & Technical)**
2	Remuneration	Up to Rs. 30,000/- Per Month fixed
3	Age Limit	Not more than 35 years
4	Educational and other qualifications required for direct recruits	• B.E./B.Tech. (EC, IC, IT, CE, Electrical, Mechanical, Mechatronics, Robotics, and allied branches) in a relevant subject from a recognised University • Computer proficiency and communication (written & oral) proficiency. Excellent in writing and speaking English, with working knowledge of Gujarati and Hindi. • Basic exposure to research, innovation, startups, or an entrepreneurial ecosystem. • Candidates with prior experience in the field of project management, Innovation, IPR, Product design & working with the start-up ecosystem will be given preference. Additional certifications in any of the above domains will be given weightage. • Candidates should be passionate about working towards the key goals of GTU Ventures.
5	Experience	Minimum 2 years of relevant experience. Out of these 2 years, the incumbent should have a minimum of 1 year of relevant experience in areas such as Proof of Concept (PoC) mentoring, PoC development, incubation centre operations, or involvement in a similar innovation and entrepreneurship ecosystem.
6	Key Responsibility	• Provide startup guidance and mentoring to students, innovators, and startups. • Support and manage FabLab operations, including coordination, utilisation, and reporting. • Assist in planning and execution of innovation, incubation, and entrepreneurship programs. • Coordinate with startups, mentors, faculty, industry partners, and stakeholders. • Support project monitoring, documentation, data analysis, and reporting. • Use relevant software tools for project management and reporting. • Any additional work as per the requirements of the project or GTU Ventures.

Note:

1. The position is purely temporary and contractual in nature and will be filled through an outsourced agency. The engagement shall be governed by the applicable rules of the funding agency and the service conditions of GTU Ventures, Ahmedabad.
2. The applicant will be responsible for the authenticity of information, other documents and photographs submitted.
3. The Organization Authority reserves the right to reject an application at any time.

4. Mere, possessing the prescribed qualification does not ensure that the candidate would be called for an interview. The Candidates will be shortlisted and need of the project.
5. Shortlisted Candidates will be informed by e-mail about the interview. So, the candidate must provide valid E-mail IDs in their applications.
6. Shortlisted candidates have to present themselves for the interview on the interview date with an updated CV, publications, if any, and original and attested photocopies of mark sheets /certificates in support of their academic qualifications and Experience certificate.
7. The organization reserves the right to verify the antecedents and documents submitted by the candidate at any stage, including at the time of appointment or during the tenure of service. In case it is found that any information or document submitted by the candidate is false, fabricated, or misleading, or if the candidate has concealed any material information regarding his/her background or antecedents, the services of such candidate shall be liable to termination without prior notice.
8. In case of any inadvertent mistake in the process of selection which may be detected at any stage, even after the issuance of the appointment letter, and/or after appointment, the organization reserves the right to modify/withdraw/cancel any communication made to the candidate.
9. The organization reserves the right to fill or not to fill any or all posts.
10. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
11. If any additional information is to be given, the information in a separate sheet should be provided.
12. For regular updates do visit the career section on the website.
13. For any query, contact hr_gisc@qtu.edu.in.
14. All correspondence with the candidate will be done through the email ID as provided by the candidate in the application form only.
15. No TA/DA will be paid for appearing in the interview.