



SAURASHTRA UNIVERSITY

SUSEC (SU Start-up and Entrepreneurship Council), Saurashtra University, Rajkot
ssip@sauuni.ac.in



Recruitment for SU Start-up and Entrepreneurship Council, Saurashtra University, Rajkot.

Saurashtra University Start-up and Entrepreneurship Council
(SUSEC) invites applications as mentioned below:

1. Incubation Manager – 01 (Pay scale: Rs. 50,000/- pm fixed)
2. Operations Assistant – 01 (Pay scale: Rs. 20,000/- pm fixed)

THE ABOVE POSITIONS WILL BE PURELY ON CONTRACTUAL BASIS OF 11 MONTHS. BASED ON PERFORMANCE OF THE CANDIDATE, IT MAY BE RENEWED. INTERESTED & ELIGIBLE CANDIDATES ARE REQUESTED TO SEND THEIR APPLICATIONS IN PRESCRIBED APPLICATION FORM WITH RELEVANT DOCUMENTS. FOR MORE DETAILS PLEASE VISIT WWW.SUSEC.AC.IN WEBSITE. BEFORE APPLICATION, PLEASE CHECK ELIGIBILITY CRITERIA GIVEN ON WEBSITE.



SU Start-up And Entrepreneurship Council Incubation Centre

Saurashtra University Campus, University Road,
Rajkot – 360005
Email: ssip@sauuni.ac.in Contact No: 8490991979
www.susec.ac.in



Ref No.: SU/SUSEC/Rec2026/ **2613250**

Date: 03/08/2026

Employment Notice

(Contractual Post)

Application(s) are invited for the below mentioned post for SU Startup and Entrepreneurship Council – Saurashtra University, Rajkot.

Sr. No.	Name of Post	No. of Post
1.	Incubation Manager	1
2.	Operation Assistant	1

Interested candidates are required to submit the filled application form along with self-attested copies of all necessary documents Only **through Speed Post/ Registered AD of Indian Post/Courier. To The Director, SU Startup and Entrepreneurship Council, Dr. A P J Abdul Kalam Combine Science Laboratory, Saurashtra University Campus, University Road, Rajkot-360005, Gujarat, on or before 03/09/2026 (5:00 PM).**

Candidates are advised to see the details of advertisement in **Career Section in Latest Section on www.susec.ac.in** before application.

Place : Rajkot

Date : **14/08/2026**

SU START-UP AND
ENTREPRENEURSHIP COUNCIL

Imani
DIRECTOR

Director

SU Startup and Entrepreneurship Council



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Details of Minimum Qualification and Experience Required:

1. Designation: Incubation Manager	
No. of Post	1
Nature of Appointment	Contractual
Qualification	Master's degree with First class in any stream of Engineering, Management, or Science.
Age Limit	Not more than 35 years as on the last date of submission
Remuneration	INR 50,000/- Per Month Consolidated, all-inclusive and negotiable
Experience	More than 3 years' experience post PG qualification in any of below field - Operations and management of a Startup Incubation Centre / Technology Business Incubator / Innovation & Entrepreneurship Development Centre - Handling, implementation and compliance management of Government schemes for start-ups/innovation such as SSIP, Startup Gujarat Policy, DPIIT IPR Chair, NIDHI PRAYAS, Startup India, Atal Innovation Mission (AIM), or similar Central/State schemes - Mentoring/hand-holding support extended to start-ups and early-stage entrepreneurs
Desirable	Working knowledge of intellectual property facilitation, startup ecosystem, mentoring and grant/scheme compliance.
Scope of Work	- Day-to-day management and operations of SUSEC Incubation Centre, and for promoting and supporting start-ups across sectors. - Support and mentor startups through incubation, business planning, funding, and growth. - Coordinate innovation, entrepreneurship, incubation, and capacity-building programs. - Ensure compliance, documentation, and reporting under Government startup and innovation schemes. - Supervise/Guide to the Operations Assistant and other support staff. - Perform any other duties assigned by SUSEC and Saurashtra University.

SU START-UP AND
ENTREPRENEURSHIP COUNCIL

[Signature]
DIRECTOR



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2. Designation: Operations Assistant

No. of Post	1
Nature of Appointment	Contractual
Qualification	Master's degree with First class in any stream of Engineering, Management, or Science.
Age Limit	Not more than 30 years as on the last date of submission
Remuneration	INR 20,000/- Per Month Consolidated, all-inclusive and negotiable
Experience	No prior experience mandatory; fresh postgraduates are eligible to apply
Desirable	Knowledge of incubation support activities, startup ecosystem, intellectual property rights (IPR), and entrepreneurship development
Scope of Work	-Day-to-day administration and operations of the SUSEC Incubation Centre. -Maintain records of assets, inventory, maintenance, and administrative documentation. -Manage workshops, events, outreach programs, and incubation activities. -Prepare reports, bills, and coordinate Centre activities. -Perform any other duties assigned by SUSEC and Saurashtra University.

SU START-UP AND
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J. Mani
DIRECTOR



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General Information and instruction for Candidates:

1. Application:

- 1.1 Application form is available on www.susec.ac.in website.
- 1.2 Before applying for any post, candidates are advised to carefully verify: Educational qualifications, Age limit, Experience, Eligibility criteria, other terms and conditions mentioned in the recruitment notification.
- 1.3 The application form must be filled in clearly and completely. Incomplete applications are liable to be rejected.
- 1.4 If applying for both positions, candidates are required to submit separate application forms with the necessary documents for each post before the last date.
- 1.5 Submit the filled application form along with self-attested copies of all necessary documents.
- 1.6 A self-attested copy of any one valid Government-issued photo identity proof (Aadhaar Card/PAN Card/Driving License/Voter ID/Passport) is mandatory.
- 1.7 Applications must be submitted only through Registered Post / Speed Post / Courier. Applications submitted by hand, email, or any other mode will not be accepted.
- 1.8 The envelope containing the application should be superscribed with "Application for the Post of ___".
- 1.9 Only eligible candidates will be called for the interview/Exam based on the number of applications. The interview schedule and other instructions will be communicated through the registered e-mail ID only. Candidates must produce all original documents for verification at the time of the interview.
- 1.10 No TA/DA shall be paid for attending the interview, document verification, or any stage of the recruitment process
- 1.11 **The Director, SUSEC,** reserves the right to accept, reject, modify, or cancel the recruitment process at any stage without assigning any reason.

2. Date of birth:

- 2.1 For proof of date of birth, SUSEC considers the School Leaving Certificate / S.S.C. Board Certificate as the valid proof.

3. Education Qualification:

- 3.1 The required qualification/experience/age shall be considered as on 03/09/2026.
- 3.2 All the marksheets and degree certificate are required to submit.

SU START-UP AND
ENTREPRENEURSHIP COUNCIL

[Signature]
DIRECTOR



SU Start-up And Entrepreneurship Council Incubation Centre

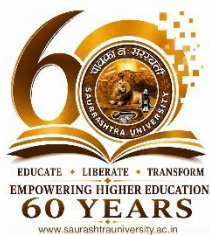
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Email: ssip@sauuni.ac.in Contact No: 8490991979
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4. Experience:

- 4.1 The candidate should produce the experience certificates (year wise), and proof of salary. Such certificate should be signed with date by the competent authority on the letter-head of the institution/organization. Further Experience will be validated based on the designation and appropriate salary pay matrix level.
- 4.2 At subsequent stage no change in the detail of experience be permitted. No new experience certificate will be accepted after submission of application.
- 4.3 The experience gained as Part-time, Daily Wager, Apprenticeship, Trainee, Honorary cannot be considered as experience.





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Dr. A P J Abdul Kalam Combine Science Laboratory, Saurashtra University
Website: www.susec.ac.in Email: ssip@sauuni.ac.in



APPLICATION FOR THE POST OF _____

PERSONAL DETAILS:

Name of the Applicant: _____

Gender (M/F): _____

Date of Birth:

Full Address: _____

City: _____ Pin code: _____ E- Mail Id: _____

Contact Details: _____ - _____ _____ ; _____
(STD Code) (Residence) (Mobile No.) (Alternate Mobile No.)

Category: ☐ SC ☐ ST ☐ SEBC ☐ General

Nationality: _____

Languages: _____ (Pls. tick)

Languages	Write	Read	Speak	Speak
English				
Gujarati				
Hindi				

Academic Details:

Examination / Degree	Board/University	Passing Year		Percentage/ CGPA
		From MM/YY	To MM/YY	
HSC(12 th) / SSC (In case of Diploma)				
Diploma				
Undergraduate				
Post-graduation				
Doctorate Degree/ Post Doctorate				
Any other				

WORK EXPERIENCE:

Level (Academic / Industrial/ Research/ Administra tive)	Position	Organization name	Period		Experience	Pay Scale	Reason for leaving
			From (DD/MM/ YYYY)	To (DD/MM/ YYYY)	Y: Year M: Months		
					Y: M:		
					Y: M:		
					Y: M:		
					Y: M:		
Mention experience related to <i>Startup/Innovation / Entrepreneurship Domain:</i>							
*Pl. attach additional sheets, if need be							

Brief summary of Job done till date (in 200 words)

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Elaborate your experience (mention experience in years) as a Startup Founder/Core team member/ecosystem stakeholder

GOALS AND VISION FOR SUSEC

1. In up to 500 -700 words, including your earlier Experiences/Achievements, pitch as how your candidature is most suitable against the position applied? Why we should recruit for this position?

2. If selected for the position applied, how shall you contribute to SUSEC? (In 300 Words)

REFERENCE DETAILS:

References	Reference 1	Reference 2
Full Name		
Designation, Organization		
Contact Number & Email Address		
Contact Address		

ENCLOSURES

1. Latest CV/Resume 4 copy.
2. Photo ID Proof (Preferably Govt. issued Identity Card/ Aadhar Card/Driving License/VoterID/Passport)
3. Relevant mark sheets/certificates as per details mentioned in Academic Details
4. Relevant certificates/documents as per details mentioned in work experience
5. Any other documents, you wish to furnish (Research Papers/Patents owned)
6. If any other organization/company so, attachment of salary slip/certificate/ bank statement

DECLARATION

☐ I hereby declare that all the information furnished above is true to the best of my knowledge and belief that I have not concealed any fact or withheld any information regarding my past services & records. If any information is found to be false or incorrect or anything is found to be concealed. I will be disqualified for selected or if appointed will be liable for termination without any notice or compensation/

Place : _____

Date : _____

(Signature of the Applicant)

Note: Submit completely filled application form along with Self-attested soft copies of your educational, experience documents and an updated CV with subject line of the post you are applying. You shall be required to bring Original Certificates, Marksheets, and relevant documents for verification at the time of interview 2 set of all document.