



AIC-KUFOS KOCHI FOUNDATION

CIN No: U88900KL2023NPL083188

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES (KUFOS)
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AIC-KUFOS/2026/08

1st June 2026

EMPLOYMENT NOTIFICATION

Applications are invited from eligible candidates for engagement to the positions of Incubation Manager, Technical Manager, Admin & Accounts Officer, and Programme Associates at AIC-KUFOS Kochi Foundation on contract basis with consolidated monthly remuneration. The Centre, supported by the Atal Innovation Mission (AIM), NITI Aayog, aims to foster and strengthen the startup ecosystem in the fisheries and allied sectors. The appointments will initially be for a period of one year and may be extended on a yearly basis subject to satisfactory performance and organizational requirements. Details of each position are given below.

Name of the Position	Incubation Manager
Job Description	The Incubation Manager will design, implement, and manage incubation and acceleration programs while identifying, evaluating, and onboarding startups to support their growth. They are also responsible for ensuring compliance with reporting requirements and supporting fundraising and grant management activities.
Educational Qualification & Experience:	<ul style="list-style-type: none">• Master's Degree in Management / Technology / Entrepreneurship or related field• Minimum 3 years of full-time experience in a recognized incubation center
Age limit:	Not exceeding 40 years as on the last date of submission of application
Key Responsibilities:	The Incubation Manager is responsible for designing and managing incubation programs, scouting and onboarding startups, and tracking their progress through KPIs. They will coordinate mentoring, investor connects, industry partnerships, and organize ecosystem events like workshops and demo days. Additionally, they will develop strategic partnerships with government, academia, and industry stakeholders while ensuring compliance with reporting requirements and supporting fundraising activities.
Remuneration:	₹50,000 per month (consolidated)*

Name of the Position	Technical Manager
Job Description	The Technical Manager will provide domain expertise in fisheries and allied sectors, supporting startups in technical evaluation, product development, validation, and commercialization. They will also coordinate with researchers, scientists, and industry experts while facilitating access to labs, field trials, and supporting IP filing, prototyping, and technology transfer.
Educational Qualification & Experience:	A full-time Master's Degree in Fisheries or a related discipline, or M.Tech is required. Candidates holding a Ph.D. in Fisheries or an allied sector will be given high consideration. Minimum 2 years of experience in the startup ecosystem is required.
Age limit:	Not exceeding 40 years as on the last date of submission of application
Key Responsibilities:	The Technical Manager will evaluate the technical feasibility of startup ideas, provide mentoring support in technology innovations, and assist startups in product development, testing, and validation. They will facilitate access to labs, field trials, and technical infrastructure while coordinating with researchers, scientists, and industry experts. Additionally, they will support IP filing, prototyping, technology transfer, and contribute to sector-specific programs and innovation challenges.
Remuneration:	₹40,000 per month (consolidated)*

Name of the Position	Admin & Accounts Officer (1 Nos)
Job Description	The Admin & Accounts Officer will manage administrative operations, accounting functions, HR processes, compliance, and institutional coordination for AIC-KUFOS Kochi Foundation. They will ensure compliance with government norms, GFR rules, and audit requirements while maintaining official records, supporting financial documentation, and assisting leadership in policy implementation and operational efficiency.
Educational Qualification & Experience:	Degree with minimum 10 years of experience (Govt./Incubation experience preferred) or MBA/MCom with 5 year experience (Govt./Incubation experience preferred) or CA/CS with 2 year Experience.
Age limit:	Not exceeding 50 years as on the last date of submission of application

Key Responsibilities:	The Admin & Accounts Officer will handle accounting functions, HR processes including recruitment, onboarding, attendance, and payroll coordination, while maintaining employee records and statutory compliance. They will manage office administration, procurement, vendor coordination, and ensure compliance with government norms, GFR rules, and audit requirements while coordinating with auditors for financial documentation. Additionally, they will maintain official records, files, and documentation systems while assisting leadership in policy implementation and operational efficiency.
Remuneration:	₹40,000 per month (consolidated)*

Name of the Positions	Programme Associate (2 positions)
Job Description	Programme Associate will provide administrative and clerical support by handling office documentation, filing, record maintenance, procurement, inventory tracking, and coordinating meetings, events, and logistics to ensure smooth day-to-day operations.
Educational Qualification & Experience:	Postgraduate degree in Fisheries Science or Food Science or related discipline, with a minimum of one year of relevant experience.
Age limit:	Not exceeding 30 years as on the last date of submission of application
Key Responsibilities:	The Programme Associate will handle office documentation, filing, record maintenance, and assist in procurement and inventory tracking while also facilitating access to labs, field trials, and technical infrastructure. They will support coordination of meetings, events, logistics, and manage correspondence and basic office communication. Additionally, they will provide assistance in data entry, report preparation, and support staff in day-to-day operational requirements.
Remuneration:	₹20,000 per month (consolidated)*

****All these positions are one-year contractual roles with a consolidated salary and no additional benefits or allowances.***

Application Process

Step 1 – Online Application: Candidates must mandatorily apply online by scanning the QR Code or visiting <https://bit.ly/AIC-KUFOS>



Step 2 – Physical Document Submission: Candidates must also submit the following self-attested documents in a sealed cover to the address below on or before **15th June 2026 by 5:00 PM.**

- Updated CV/Resume
- Educational Certificates (self-attested)
- Experience Certificates (self-attested)
- Photo ID Proof & Address Proof
- Passport Size Photograph
- Any additional relevant certificates

Submit to: *AIC-KUFOS Kochi Foundation, Ground Floor, Academic Block, Kerala University of Fisheries and Ocean Studies (KUFOS), Panangad P.O., Madavana, Kochi, Ernakulam District, Kerala, India – 682506*

Important Instructions:

1. The subject line of the envelope of registered post must read: "Application for the post of for AIC-KUFOS Kochi Foundation"
2. Applications received after 5:00 PM on the last date will not be considered for evaluation.
3. Applications received without requisite attachments and proof of claims will be summarily rejected.
4. All updates regarding shortlisting, interviews, and related communications will be sent only to the registered email ID. Applicants must check their email regularly for updates.
5. Candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated via email.
6. All original documents must be produced at the time of interview for verification.
7. AIC-KUFOS Kochi Foundation reserves the right not to fill the post and to modify or cancel the recruitment process at any time without furnishing any reason.
8. For any queries, contact us at: ceo.aic@kufos.ac.in