

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

About Us:

AIC - AU Incubation Foundation (AIC - Anna Incubator) is dedicated to fostering innovation and entrepreneurship. Our incubation program supports startups by providing resources, mentorship, and a collaborative environment to help them succeed.

We are now inviting applications for the following mid to senior-level positions:

- ◆ **Technical Associate** – A Technical Associate supports the day-to-day operations of the lab or technical facility, assisting in equipment handling, prototyping, and project execution. Ideal for candidates with a strong foundation in engineering and practical experience in tools, systems, and fabrication technologies.
- ◆ **Incubation Associate (multiple positions)** – Working closely with early-stage startups, managing resources, building partnerships, and creating a thriving ecosystem that supports innovation and business growth.

Position 1	
Team	Admin
Designations Offered	Technical Associate
Salary	₹20,000/- to ₹30,000/- Per month
Minimum Qualification:	Diploma or Bachelor's degree in Engineering/Technology in disciplines such as Mechanical, Electrical, Electronics , or any relevant field.
Preferred Work Experience	<ul style="list-style-type: none"> • Minimum 2–3 years of experience in managing or working in a fabrication lab, makerspace, or prototyping facility. • Hands-on experience with digital fabrication tools like 3D printers, CNC machines, laser cutters, etc. • Experience in handling student or startup projects, training sessions, and equipment maintenance. • Prior involvement in innovation, product development, or design-thinking workshops is desirable.

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Job Duties and Accountabilities	<ul style="list-style-type: none"> • Oversee the day-to-day operations of the Fablab, ensuring safety and efficient use of equipment. • Assist students, startups, and innovators with prototyping and fabrication activities. • Maintain and troubleshoot lab equipment and ensure periodic servicing. • Coordinate training sessions, workshops, and hands-on demonstrations. • Maintain inventory of tools, consumables, and ensure proper documentation of lab usage. • Support incubation and innovation-related activities linked to the lab. • Ensure compliance with safety standards and lab protocols.
Main Skills:	<ul style="list-style-type: none"> • Proficiency in operating and maintaining digital fabrication tools (3D printing, CNC, laser cutting, etc.) • CAD/CAM design skills (e.g., SolidWorks, AutoCAD, Fusion 360) • Basic electronics and embedded systems knowledge (e.g., Arduino, Raspberry Pi) • Project management and coordination skills • Strong communication and training skills • Problem-solving mindset with attention to detail • Familiarity with innovation and product development workflows

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Position 2	
Team	Startup Support
Designation Offered	Incubation Associate
Salary	₹30,000/- to ₹40,000/- Per month
Minimum Qualification:	Post Graduation/ Graduation degree in Engineering/management/finance or related fields from accredited institutions.
Preferred Work Experience	<ul style="list-style-type: none"> • Strong interest in startups and entrepreneurship. • Excellent organizational and multitasking skills. • Strong communication and interpersonal skills. • Ability to work independently and as part of a team. • Previous experience in an incubation or startup environment is a plus.
Job Duties and Accountabilities	<ul style="list-style-type: none"> • Plan, implement, and manage startup incubation/acceleration programs • Assist in the day-to-day operations of the incubation program. • Provide support and resources to startups within the program. • Coordinate events, workshops, and mentoring sessions. • Help manage and track the progress of incubated startups. • Maintain communication with startups, mentors, and partners. • Contribute to the development of new initiatives to enhance the incubation program.
Main Skills:	<ul style="list-style-type: none"> • Excellent communication and presentation skills. • Strong teamwork skills and the ability to work in a multi partner initiatives • Ability to work with minimum supervision • Fluency in English is mandatory

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APPLICATION PROCESS:

Aspiring candidates are requested to send the following documents via email to contact@annaincubator.org on or before 12th July 2025.

Subject Line: Application for the post of "....." at AIC - Anna Incubator

Required Documents:

- 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.

For AIC - Anna Incubator



Mr. Kishore Kumar
Chief Executive Officer

