



IIM Shillong Foundation for Incubation and Entreprises (IIMSFIE)

(A Foundation set up under Section 8 of Companies Act by the Indian Institute of Management Shillong)

The IIM Shillong Foundation for Incubation and Entreprises (IIMSFIE), invites applications from eligible and motivated candidates for the following positions who are committed to being a Change Agent for India's Startup Ecosystem.

These positions are on a professional contract (renewed or extendable) basis of three (3) years. Selected candidates will need to serve a probation period of six months.

1. Manager (Incubation)

Particulars	Details
Job Title	Manager (Incubation)
Job Description	Assist IIMSFIE leadership team to further the mandate of the Foundation and enhance its impact by designing and formulating meaningful proposals to attract grants and funds; scout for potential startup ventures and facilitate their scaling up. Manage and lead routine administrative responsibilities as assigned.
Organization	IIMSFIE, a Section 8 Company of IIM Shillong
Location of Posting	Shillong
Number of Posts	1
Nature of Appointment	Professional Contract
Contract Duration	3 years
Probation Period	6 months
Age Limit	Less than 40 years as on the last date of submission of application
Remuneration	Between ₹ 90,000 - ₹1,00,000 (all inclusive) per month with annual increment up to 10% and performance-linked incentives.

Educational Qualification

A Postgraduate degree (full-time) in Business Administration, Technology, or any related disciplines from a Nationally recognized institution.



Relevant Experience

Minimum 5 years of overall professional experience in industry/related institutions/start-up ecosystem.

Desirable Profile

- Prior experience as a startup/founder or with a Venture Capital/Angel Investment firm.
- Candidate with a strong understanding about the Northeastern Region and appreciation of diverse regional vernacular languages while being competent to maintain National and International delegations will be preferred.

2. Assistant Manager (Admin & Accounts)

Particulars	Details
Job Title	Assistant Manager (Admin & Accounts)
Job Description	Assistant Manager (Admin & Accounts) will be responsible for providing the necessary managerial support to the Foundation and administering the assigned business routines. Maintaining desired coordination with the other units and offices of the Institute.
Organization	IIMSFIE, a Section 8 Company of IIM Shillong
No. of Positions	2
Location of Posting	Shillong
Nature of Appointment	Professional Contract
Contract Duration	3 years
Probation Period	6 months
Compensation	Total remuneration between ₹30,000 – ₹50,000 per month (all-inclusive) per month with annual increment up to 10% and performance-based incentives.

Educational Qualification & Experience

- Bachelors in any discipline with proven understanding of routine administrative and accounting/reporting jobs.

Preferred Profile

- Candidates having familiarity/understanding/skills alongside enabling work experience of handling accounts and administrative matters in a Section 8 Company/Not for Profit Professional Organizations.



भारतीय प्रबंध संस्थान शिलाँग
Indian Institute of Management Shillong



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How to Apply

Interested candidates may submit their updated CV along with supporting documents (Signed copy of Academic Certificates and Experience letter) and a cover letter mentioning the position applied for.

Application Deadline: within One month of the Advertisement (August 24, 2026, 5:00pm)

Email for Submission: incubation@iimshillong.ac.in

Subject Line: Application for the Post of “Manager – Incubation” / “Assistant Manager (Admin & Accounts)”

Director

IIM Shillong Foundation for Incubation and Entreprises (IIMSFIE) Indian
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Shillong, Meghalaya 793018 (India)