



Recruitment

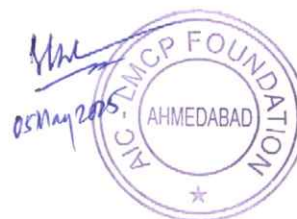
AIC-LMCP Foundation, an Atal Incubation Centre supported by NITI Aayog, Govt. of India and hosted by L. M. College of Pharmacy, focusing on Pharmaceuticals and Healthcare Sector, is inviting applications for selection of a key position as mentioned below:

- Lab Executive – 01 position
- Incubation Associate – 01 position

Details of the Roles and responsibilities, Qualification/Experience and Skillset expectations for this position are given at <http://aiclmcp.org>.

Interested candidates are requested to send their resume by e-mail to aic@lmcp.ac.in and principal@lmcp.ac.in latest by **24-May-2025**. Applications should be submitted through e-mail only.

An acknowledgement will be sent by return e-mail. The shortlisted candidates will be intimated after preliminary screening.



POSITION: LAB EXECUTIVE

Responsible for execution of laboratory testing requirements, trainings and workshops

Reporting to: 1) CEO for Lab operations, 2) Incubation Manager/Senior Incubation Manager for Incubation Centre operations

Roles and responsibilities:

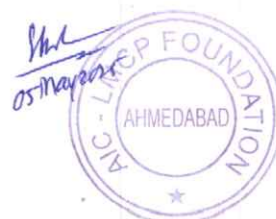
- Operation and upkeep of various equipment and instruments
- Preparation and implementation of required SOPs
- Maintenance of various logbooks/maintenance records
- Supporting laboratory needs of the incubatees
- Coordinating with service providers
- Maintaining stock of the consumables
- Ensure maintenance and updation of hardware/software for the labs as needed
- Work with team to identify the best suitable equipment, software and vendors for labs.
- Support in the Incubation Centre operations, as needed
- Any other responsibility entrusted by Management from time-to-time.

Qualification/Experience:

- **Qualification:** Graduate or post-graduate of Pharmacy/Biological Sciences/Life Sciences/Engineering and related fields
- **Experience:** Graduate with 3-4 years' work experience or post-graduate with 1-2 years' work experience in a testing facility/research organization/pharmaceutical industry or Fresh M. Pharm. (QA or other discipline). Preference: Experience in quality control laboratory of a pharmaceutical/ healthcare company/ research laboratory/ testing laboratory is desirable.

Skill set:

- **Soft skills:** Self-motivated, enthusiastic individual with good communication, teamwork and a desire for continuous improvement
- **Technical skills:** Familiarity with Technical aspects of various equipment and instruments for testing and product development in Pharmaceutical and Healthcare research



POSITION: INCUBATION ASSOCIATE

Responsible for execution of the day-to-day operations of AIC-LMCP Foundation

Reporting to: Incubation Manager/Senior Incubation Manager for Incubation Centre operations

Roles and responsibilities:

- Responsible for executing day-to-day operations of Incubator
- Designing, delivering awareness and outreach programs to reach out to relevant stakeholders like student innovators, academic staff, alumni network and potential candidates with promising ideas
- Organization and execution of events, trainings as well as Promotional activities including social media marketing with the aim to scout, attract and evaluate startup idea in Pharmaceutical and healthcare sector along with other team members
- Work with state and central government agencies (IC GoG, AIM, corporate entities and industry bodies) in raising funds to execute these outreach programs
- Monthly updates on performance and updation of information into online system
- Liaising with Incubatees/innovators/researchers and ensuring support to them
- Supporting Incubation Manager / Senior Incubation Manager in executing pre-incubation and incubation activities, coordinating with incubatees, mentors, partners, investors
- Coordination with key stakeholders to improve outcomes, building support, secure resources and ensure their continued commitment and engagement
- Manage and support internal and external communication of these achievements, metrics to further the case of innovation and entrepreneurship
- Create a calendar of outreach programs, events and trainings
- Timely updation of monthly report, social media communique, website content and information requested by granting agencies from time to time
- Any other responsibility entrusted by Management from time-to-time.

Qualification/Experience:

- **Qualification:**
- B. Pharm./Graduate or post-graduate of Biological Sciences/Life Sciences/Engineering and related fields; Business Administration
- **Experience:** Graduate with 3-4 years work experience and preferably 1-2 years in incubator management /startup /Innovation /Entrepreneurship domain. Demonstrable research output, consulting/management experience with startups. Advantage - Experience with pharmaceutical/healthcare innovation, start-up ecosystem or Business Development/ Entrepreneurship Development/ Technology Commercialization.
- **Preference:** BBA/ MBA/ PGDBM from reputed university with exposure/ specialization in entrepreneurship and management of research

Skill set:

- **Soft skills:** Self-motivated, go-getter, enthusiastic individual with good communication (written and spoken), and networking skills; entrepreneurial spirit, focus on tangible results, collaborative "can do" attitude and a desire for continuous improvement

- *Technical skills:* Familiarity with Pharmaceutical and Healthcare research landscape, Entrepreneurship, Ability to rapidly adapt and respond to changes in startup environment
- Excellent skills in the Microsoft Office Suite (MS Word, Power Point, MS Excel etc.), design tools (e.g. Canva), Operations management tools are desirable

SELECTION PROCESS AND TERMS:

- All applicants will be acknowledged for the receipt of their application/Resume by e-mail.
- Shortlisted applicants will be invited for a personal interview with the selection panel.
- A formal employment shall only be offered to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate.
- The decision of the management of AIC-LMCP Foundation shall be final in all matters related to this selection and recruitment.
- The appointment will be for the initial term of one year and will be extended for another year based on the review of performance.
- The salary will be decided based on the experience, competency and outcome of evaluation process.

