

AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India)
C/o STPI, Office Block-1, 1st floor, East Kidwai Nagar, New Delhi-110023



No. STPI/GH/STPINEXT/RECT.01/136/2022/A

Employment Notice

The Company invites online applications from the eligible candidates for the position of '*Project Manager*' and '*Technical Officer*' for OCTANE Centre of Entrepreneurship (CoE) at Guwhati. The vacancy is proposed to be filled-up purely on contract basis.

For detailed information and to submit online applications for the aforementioned position, interested applicants may visit the website of the company www.stpinext.in or www.stpi.in. Last date for submission of application is 20 days from the date of publication of this employment notice.

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Employment Notice No. STPI/GH/STPINEXT/RECT.01/136/2022/A

Job Title	PROJECT MANAGER for OCTANE Centre of Entrepreneurship (CoE) at Guwahati
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier.
Age Limit	Below 35 years (relaxation permissible for deserving candidates)

Last date of receipt of applications: Within 20 days of publication of Employment Notice.

Eligibility Criteria-

(a) Educational and other qualifications-

- **Essential:**
Graduate from a recognized university
- **Desirable:**
Post-Graduation in Management

(b) Work Experience-

5+ years of work experience including minimum 3 years of experience in incubation management & Incubation Ecosystem, demonstrating ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & central government, angel investors etc.

Key Skills:

- Knowledge of all domains & areas which constitute the start-up ecosystem
- Understanding of the latest technology and product landscape.
- Strong presentation, verbal and written communication skills.
- Manage internal and external stakeholders effectively.
- Clearly demonstratable entrepreneurial skills and experience as an enabler for start-ups/ Innovation ecosystem or in the role of an entrepreneur or start-up founder himself/ herself.
- Knowledge of Word, Excel, PowerPoint and other productivity tools.

Job Description-

Selected candidate shall be part of the Core Team of concerned CoE and would be responsible for the implementation and operations of the CoE. The duties & responsibilities of selected candidate shall include:

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- To manage and run day-to-day operations of CoE.
- Work closely with the HoC/CEO/COO to design, develop and run various CoE activities & develop vision, strategy and business model to achieve the objectives.
- Develop and execute strategy for CEO/COO for implementation, review, outreach, scouting, evaluating, selection and on-boarding of quality and innovative start-ups and plan for continuous improvement.
- Manage the day to- day interaction with the Start-ups and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, marketing, financing, fundraising, overall strategy, operations etc.
- Have good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- Organize demo days, seminars, training workshop, mentoring sessions with start-ups.
- Enhance CoE's brand visibility by publishing start-up success stories on internet and social media. Work on the brand management, identify current brand positioning and design research-based brand positioning strategy.
- Oversee intake, scoping, capacity planning, and execution workflow for digital marketing and lead generation activities.
- Identify and share best practices for audience targeting and database hygiene, email/digital marketing strategy, events, tracking instrumentation and digital channel measurement.
- Deliver clear, consistent, and frequent communication with Marketing and Events stakeholders to ensure ongoing clarity on strategy, tactics, goals, and performance for digital channels.
- Provide information for management reporting and prepare reports as necessary.
- Design and execute marketing campaigns aimed at communicating brand message, measure & report on success of marketing campaigns.
- Community building or digital and social media channels.
- Develop and analyze digital channel performance metrics to drive future marketing decisions and optimize lead acquisition and activation strategy.

Compensation: Upto Rs. 50,000 per month (Higher remuneration may, however, be considered as per industry standards permissible for deserving candidates).

How to apply: Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.stpinext.in or www.stpi.in

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Selection process:

- (i) Applications received by the last date will be first screened by a duly constituted '**Screening Committee**'. The candidates meeting the educational & other qualifications and experience, as advertised, may be screened-in by the Committee.
- (ii) The 'screened-in'/ candidates will be called for personal interview before the duly constituted '**Selection Committee**' on the scheduled date & time.
- (iii) Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment.

General terms & conditions:

- (i) The selected candidate shall report to the officer, as may be directed.
 - (ii) Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
 - (iii) Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
 - (iv) Mere submission of application does not entitle candidates to be called for test and/or interview.
 - (v) The Company reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
 - (vi) If any candidate is found ineligible on any ground post his/her appointment in the company, his/her services will be liable to be terminated without assigning any reason thereof.
 - (vii) Submission of any false/misleading information, defective or fabricated document etc. by the candidate in the application form would not only lead for rejection of application of the candidate but other legal action, as deem appropriate, may also be taken by the Company against such candidate.
 - (viii) The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age, academic record and relevant experience.
 - (ix) Any litigation will be subject to the jurisdiction of Delhi courts.
 - (x) Contract may be renewed based on performance. Work location can change based on mutual agreement.
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Employment Notice No. STPI/GH/STPINEXT/RECT.01/136/2022/A

Job Title	TECHNICAL OFFICER for OCTANE Centre of Entrepreneurship (CoE) at Guwahati
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier.
Age Limit	Below 35 years (relaxation permissible for deserving candidates)

Last date of receipt of applications: Within 20 days of publication of Employment Notice.

Eligibility Criteria-

(a) Educational and other qualifications-

- **Essential:**
Graduate from a recognized university
- **Desirable:**
IT hardware maintenance /support/ trouble shooting certification

(b) Work Experience-

4+ years of total work experience including minimum 2+ years of experience in maintenance troubleshooting, coordination with the various OEMs for the resolution of IT/ hardware/Technical equipment devices.

Key Skills:

- Understanding of the latest technology and product landscape.
- Manage internal and external stakeholders effectively.
- Knowledge of Word, Excel, PowerPoint and other productivity tools.
- well versed with the emerging technologies in IT and Computer industry

Job Description-

Selected candidate shall be part of the Core Team of concerned CoE and would be responsible for the implementation and operations of the CoE. The duties & responsibilities of the selected candidate shall include:

- Managing the lab and incubation facilities including test and measuring all of the instruments, developments tools and software.
- Ensuring optimum utilization and careful handling of all the available instruments, components and tools.

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- Engaging various software and IT hardware vendors to support the Incubated start-ups.
- Facilitating technical training by technical specialist from various vendors for understanding of equipment and devices for lab and SIZs.
- Should have idea about government procurement process of various IT equipment, software and devices.
- Can provide details of the required IT equipment, Software and devices as and when requested by/from the start-ups.
- Facilitating Technical sessions for the start-ups in regular basis for accelerating their product and solution development.
- Coordinating and facilitating the technical assistance to the start-ups in various events, Hackathons etc.
- Connecting startups to various third-party service providers for their various hardware and software needs.
- Coordinating with various OEMs for the maintenance or for resolving any technical issues related to equipment and devices across all the CoEs.

Compensation: Upto Rs. 40,000 per month (Higher remuneration may, however, be considered as per industry standards permissible for deserving candidates).

How to apply: Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.stpinext.in or www.stpi.in

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