

Job Description for Incubation Executive (IE) for Neuron CoE, Mohali

Employment Notice No. STPI/GGN/TECH/COE/APIA/2024-2025/2

Job Title	Incubation Executive (IE)
Nature of appointment	The vacancy is proposed to be filled up purely on a contract basis for three years which will be renewed on performance basis every year. The appointment shall come to an end on the expiry of the contract period or project whichever is earlier.
Number of Post/s	01 (One)
Age limit	Below 45 years. (Relaxation permissible for deserving candidates).

Last date of receipt of applications: Within 21 days of publication of advertisement.

Eligibility Criteria-

(a) Educational and other qualifications-

- **Essential:**
Graduate from a recognized university.
- **Desirable:**
Post Graduation in Law or MBA (Finance) would be preferable

(b) Work Experience-

- The applicant must have a minimum of 3 years of overall work experience, with 1-year experience in the start-up sector, either as a start-up founder/co-founder /core team member and/or as a stakeholder of the start-up ecosystem.

Roles and Responsibilities-

- To support Neuron CoE's day-to-day operations
- Plan, execute and support CoE's outreach programs, events & training activities
- Manage and support Neuron's administrative & operative functions
- Manage communications, e.g. website, newsletter, press notes, social media handles, digital marketing, etc.
- Instinct for entrepreneur's growth; understanding of integrated marketing communications, public relations, emerging media, marketing, and branding.
- Develop processes, procedures, and policies of the incubator and manage day-to-day activities.

Job Description:

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

- This role requires building up and maintaining relationships with startups/budding entrepreneurs as continuous engagements, and community building besides the standard responsibilities of an Incubation Executive.
- The reporting will be to the Chief Operating Officer (COO) at Neuron CoE at STPI Mohali and shall be supportive of the seamless functioning of CoE.
- The applicant must be well-versed with the startup ecosystem, programs and initiatives floated by Govt of India and private entities for the promotion of the startup ecosystem.
- The applicant must have demonstrated interest in interacting and connecting with the startups, and innovators and preferably have a strong professional network in the corporate/startup ecosystem.
- The applicant must possess a command on the English language, preferably with suitable proficiency in Hindi also familiar with working on Word Docs, Excel sheets, PowerPoint, etc.
- The applicant is expected to be well suited in conceptualizing, compiling, and putting together papers, presentations, proposals, and relevant office documents, etc.

Compensation: Fixed and consolidated salary of Rs. 50,000/- (Rupees Fifty Thousand/ month only) per month. For deserving candidates, the consolidated salary as per industry standards, may be negotiated.

Mode of receiving applications: Applications shall be invited online.

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

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. The Candidates, at the time of personal interview, must bring their original documents for verification and one set of duly self-attested photo copies of documents.
- iv. The Name of the Applicant in the application form must be the same as mentioned in the certificate of matriculation. In case the candidate has changed his name after matriculation, the evidence to that effect should be furnished at the time of the interview

General terms & conditions:

- (i) Canvassing in any form will be treated as disqualification. Any candidate found canvassing for his candidature will be summarily disqualified.

- (ii) Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
- (iii) Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for the interview.
- (iv) Candidates are advised to upload certificates/proofs of their age, educational qualifications, experience, etc. while submitting online applications.
- (v) In case any candidate is found non-eligible on any ground after the appointment, the service will be terminated immediately without assigning any reason thereof.
- (vi) Candidates recommended by the Selection Committee only shall be offered the appointment.
- (vii) Candidates are warned that they should not furnish any false information or submit any document which is defective or fabricated or otherwise commit any act of misconduct in submitting the application form or during the recruitment. In case any such case is detected at any stage, the company reserves the right to stop/cancel selection/appointment and take legal action, as appropriate.
- (viii) Any litigation will be subject to the jurisdiction of Delhi courts.
- (x) No TA/DA will be given for appearing interview (If in person).

Job Description for Lab Head- AVG (Audio Visual Gaming) Lab for Neuron CoE, Mohali

Job Title	Lab Head –AVG (Audio Visual Gaming) Lab
Nature of appointment	The vacancy is proposed to be filled up purely on a contract basis for three years which will be renewed on performance basis every year. The appointment shall come to an end on the expiry of the contract period or project whichever is earlier.
Number of Post/s	01 (One)
Age limit	Below 45 years. (relaxation permissible for deserving candidates)

Last date of receipt of applications: Within 21 days of publication of advertisement.

Eligibility Criteria-

(a) Educational and other qualifications-

- **Essential:** Any Bachelor's degree in Information Technology/ equivalent IT stream. The candidate must have good knowledge of Graphics Designing Software, Games designing Software, Maya, Nuke Studio, Unity, Mari, Yeti, etc.
- **Desirable:**
Post graduation in CSE/IT/MCA

(b) Work Experience-

The applicant must have a minimum of 2 years of overall work experience. Freelancers may provide details related to their work done during the previous two years. The selection committee may verify the projects executed by the freelancer.

Roles and Responsibilities-

- Imparting necessary knowledge with users & teaching the tools to the users.
- Handling & Managing the Lab operations.

Job Description-

The 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 Lab Head shall include:

- The reporting will be to the Chief Operating Officer (COO) at Neuron CoE at STPI Mohali and shall be supportive of the seamless functioning of AVG Lab& other Neuron COE activities.
- The applicant must possess a command on the English language, preferably with suitable proficiency in Hindi also familiar with working on Word Docs, Excel sheets, PowerPoint, etc.

Compensation: Fixed and consolidated salary of Rs. 50,000/- (Rupees Fifty Thousand Only) per month. For deserving candidates, the consolidated salary as per industry standards, may be negotiated.

Mode of receiving applications: Applications shall be invited online.

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

Selection process:

- Applications received by the last date shall be screened by a duly constituted Committee. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain their eligibility before applying.
- The 'screened-in' candidates shall be called for a Personal Interview (or through Video Conferencing).
- The Candidates, at the time of personal interview, must bring their original documents for verification and one set of duly self-attested photo copies of documents.
- The Name of the Applicant in the application form must be the same as mentioned in the certificate of matriculation. In case the candidate has changed his name after matriculation, the evidence to that effect should be furnished at the time of the interview.

General terms & conditions:

- Canvassing in any form will be treated as disqualification. Any candidate found canvassing for his candidature will be summarily disqualified.
- Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
- Mere submission of application does not entitle candidates to be called for a test and/or interview. Mere fulfilment of qualifications and experience requirements does not entitle candidates to be called for the interview.
- Candidates are advised to upload certificates/proofs of their age, educational qualifications, experience, etc. while submitting online applications.
- In case any candidate is found non-eligible on any ground after the appointment, the service will be terminated immediately without assigning any reason thereof.

- (vi) Candidates recommended by the Selection Committee only shall be offered the appointment.
- (vii) Candidates are warned that they should not furnish any false information or submit any document which is defective or fabricated or otherwise commit any act of misconduct in submitting the application form or during the recruitment. In case any such case is detected at any stage, the company reserves the right to stop/cancel selection/appointment and take legal action, as appropriate.
- (viii) Any litigation will be subject to the jurisdiction of Delhi courts.
- (ix) No TA/DA will be given for appearing interview (If in person).