Ref. No. SNXT/FSL/TECH/COE/FAS/2022-2023/4   **Date: 5th July, 2025**

EMPLOYMENT NOTICE

Applications are invited online from the eligible candidates for the position of Incubation Manager for FASAL – Centre of Entrepreneurship (CoE) at Akola. The vacancy is proposed to be filled-up purely on contract basis for a period of one year.

For detailed information and to submit online applications for the aforementioned positions, interested applicants may visit the website of the company **www.stpinext.in, www.stpi.in, https://pune.stpi.in or https://fasal.stpi.in**. Last date for submission of application is 21 days from the date of publication of this notice.

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Job Title	Incubation Manager
Nature of appointment	Contract for 1 year or co-terminus with CoE, whichever is earlier, which may be renewed based on performance subject to extension of project tenure
No. of Post	1 (One)
Location	Akola, Maharashtra
Age limit	Below 35 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 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 *Incubation Manager* shall include:
- 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.
- Other roles and responsibilities as may be identified by the CEO and COO

Compensation: Up to Rs. Forty Thousand (₹ 40,000/-) per month (relaxation 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, www.stpi.in or www.fasal.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. Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment

Other general terms & conditions:

- The *Incubation Manager (IM)* shall report to COO or STPI Jurisdictional Director as decided by the STPI Jurisdictional Director

- Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her 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 test and/or interview.
- STPI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- If a candidate is found ineligible on any grounds post his/her appointment, his/her services will be liable to be terminated without assigning any reason thereof.
- 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.
- The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age, academics & relevant experience.
- Any litigation will be subject to the jurisdiction of Delhi courts.
- Contract may be renewed based on performance. Work location can change based on mutual agreement