AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India) C/o o NEURON Centre of Entrepreneurship, Software Technology Parks of India (STPI), Plot No. C-184, Sector 75, S.A.S. Nagar (Mohali) Punjab 160071

	AIC STPINEXT INITIATIVES **A Section 8 Company incorporated by** Software Technology Parks of India (STPI) C/o NEURON - Centre of Entrepreneurship Plot No. C-184, Sector 75, S.A.S. Nagar (Mohali) Punjab 160071.

No. STPI/MHL/TECH/COE/NEUR/2022-2023/8-Part (2)

EMPLOYMENT NOTICE

"NEURON" Centre of Entrepreneurship (CoE), at STPI Mohali invites online applications from eligible candidates for the vacancy of Incubation Manager – 01. This vacancy is to be filled up purely on a contract basis for Three (3) years or co-terminus with CoE, whichever is earlier.

For detailed information, please visit the career section at www.stpinext.in or https://neuron.stpi.in/.

The last date for submission is 21 days from the date of publication of this notice.

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Employment Notice No. STPI/MHL/TECH/COE/NEUR/2022-2023/8-Part (2)

Job Title	Incubation Manager (IM)
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier, may be renewed based on performance subject to extension of project tenure.
Number of Post/s	01 (One)
Age limit	Below 45 years. (Relaxation permissible for deserving candidates).

Eligibility Criteria

Educational and other qualifications:

- **Essential:**
  Graduate from a recognized university.
- **Desirable:**
  Post Graduation in Management would be preferable**.**

Work Experience:

5+ years of work experience including a minimum of 3 years of experience in incubation management & incubation ecosystem, demonstrating the ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, industry associations, 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
- Demonstrable entrepreneurial skills and experience as an enabler for startups/innovation ecosystem or in the role of an entrepreneur or start-up founder himself/herself
- Writing proposals for external funding from public and private agencies
- Knowledge of Word, Excel, PowerPoint and other productivity tools

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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:

- 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 a vision, strategy and business model to achieve the objectives.
- Develop and execute strategy for CEO/COO for implementation, review, outreach, scouting, evaluating, selection and onboarding of quality and innovative start-ups and plan for continuous improvement.
- Manage the day-to-day interaction with the startups and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, marketing, financing, fundraising, overall strategy, operations etc.
- Have a good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- Organize demo days, seminars, training workshops, and mentoring sessions with startups.
- Writing proposals to seek funding support from various funding agencies.
- Strengthening the alliance with the stakeholders in India and internationally.
- Enhance CoE's brand visibility by publishing start-up success stories on the internet and social media.
- Work on 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.

Compensation: Rs. 65,000/- (Rupees Sixty-Five thousand only) per Month.

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 www.stpi.in.

Selection process:

i. Complete 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 by the Committee.

ii. The 'screened-in'/candidates will be called for a personal interview before the duly constituted 'Selection Committee' on the scheduled date & time.

iii. The Candidates, at the time of the personal interview, must bring their original

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     documents for verification and one set of duly self-attested photocopies 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:

- 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 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.

- Candidates recommended by the Selection Committee only shall be offered the appointment.

- 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.

- Any litigation will be subject to the jurisdiction of Delhi courts.

- No TA/DA will be given for appearing in the interview (if in person).