



SOFTWARE TECHNOLOGY PARKS OF INDIA
(An Autonomous Society under Ministry of Electronics
& Information Technology, Govt. of India)
1st Floor, Plate B, Office Block-1, East Kidwai Nagar, New Delhi-110023

Employment Notice
No. STPI/HQ/PDC/07/2020-2021/202/6

MeitY Start-up Hub (MSH) is an initiative of Ministry of Electronics & IT, Government of India with mandate of bringing relevant stakeholders of innovations under common platform, interconnecting various incubator/CoEs and other startup initiatives of MeitY enabling intersection of technology and ideas, business case of start-ups, crisscrossing of technology resources etc.

STPI is the nodal agency for MSH to implement, manage and look after the activities related to incubator/CoEs and other startup activities of MeitY.

Applications are invited from eligible candidates for filling up a vacancy of **Project Manager (2 nos.)** The vacancy is proposed to be filled-upon contract basis for a period of three years which is likely to be extended/terminated depending upon the performance of the candidate during contract service. The appointment shall also come to end on the expiry of the project.

For detail information on eligibility criteria, how to apply, selection process, remuneration, general terms and conditions, the candidates may refer <https://recruitment.stpi.in/msh/> . Last date of receipt of application shall be 07 days from the date of publication.

Chief Administrative Officer/Registrar- STPI

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Qualification, experience and job description and other terms and conditions for hiring of Project Manager for MSH:

**1. Qualification, Experience, Responsibilities and Skills & Abilities for Project Manager :
2 (two)**

Qualifications:

- Bachelor's degree in engineering/ business/ marketing/ Journalism/ Mass Communication, or other related discipline

Experience:

- Minimum 3 years of work experience at an angel investor network, accelerator/incubator, marketing consulting firm or a startup
- Experience in data analysis, public speaking, power point presentation preparation, and stakeholder communications

Responsibilities:

- Conducting of challenges/hackathons/programs for the benefit of startups in collaboration with partners
- Coordinating with the TIDE 2.0 Centres and supporting their incubation program and investor initiatives
- Organizing investor pitching sessions for MSH startups pan-India on regularly recurring basis
- Organizing webinars and capacity building programs for the TIDE 2.0 centres and startups
- Building pan-India MSH community of investors, service providers, mentors, and entrepreneurs
- Developing and delivering annual MSH programs and initiatives impact assessment reports including TIDE centres, COEs, Accelerators, Challenges, etc.
- Creation of brochures, Power Point presentations, marketing material, and program guides for MSH
- Managing and growing the MSH social media presence on LinkedIn, Twitter, Facebook, YouTube, and MSH portal

Skills & Abilities:

- Proven ability to work creatively and analytically in a problem-solving environment
- Excellent written and oral communication skills
- Ability to independently lead and execute projects
- Ability to thrive in a fast paced, dynamic start-up environment
- Excellent organizational and interpersonal skills.
- Efficient at multitasking, goal-oriented, hard-working, positive disposition, and “can-do” attitude

- 2. Remuneration:** The remuneration shall be at par with industry standards during the contract period. Average monthly salary for Project Manager is in the range of Rs. 45,000-50,000 with annual increment as per the performance.
- 3. How to apply:** Candidates meeting the above eligibility requirements may fill up the application online available at website <https://recruitment.stpi.in/msh/> before the last date.
- 4. Selection process:**
- (i) Application received by the last date of receipt of application shall be screened. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.
 - (ii) After successful screening of application, the screened-in candidate shall be called for Personal Interview.
 - (iii) The Candidates must be accompanied with original documents in support of their candidature in original and submit photocopy of a set of testimonials duly self attested to STPI at the time of interview.
 - (iv) The qualification of the candidates must be from recognized University / Institution.
 - (v) Name of the Applicant in application form must be same as mentioned in the certificate of matric. In case the candidate has changed his name subsequent to matric, the evidence to that effect should be furnished at the time of interview.
- 5. Other general terms and conditions:**
- i. Canvassing / trying to influence STPI employees to secure the job in any manner shall disqualify the candidate.
 - ii. Candidates recommended by the Selection Committee shall be offered appointment.
 - iii. Selected candidate shall be appointed initially for three years which may be further extended based on performance of the candidate.
 - iv. STPI at its own discretion may remove selected candidate any time without assigning any reason thereof as per the terms and conditions of appointment.
 - v. No TA / DA will be provided to candidates for appearing for the interview.
 - vi. Applicants are advised to visit the website of STPI <https://recruitment.stpi.in/msh/> for any updates.

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