

## 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. 3/4(20)/2022-23/STPINEXT**

### **Employment Notice**

Applications are invited online from the eligible candidates for the position of Chief Operating Officer (COO), Lab Head and Incubation Executive for NEURON - Centre of Entrepreneurship (CoE) at Mohali. The vacancy is proposed to be filled-up purely on contract basis for a period of three years.

For detailed information and to submit online applications for the aforementioned positions, interested applicants may visit the website of the company **[www.stpinext.in](http://www.stpinext.in)** or **[www.stpi.in](http://www.stpi.in)**. Last date for submission of application is **20** days from the date of publication of this notice.

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### Employment Notice No. 3/4(20)/2022-23/STPINEXT

Job Title	Chief Operating Officer (COO) for NEURON Centre of Entrepreneurship (CoE) at Mohali
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier.
No. of Post	1
Age Limit	Below 45 years (relaxation permissible for deserving candidates)

**Last date of receipt of applications:** Within 20 days of publication of advertisement.

#### Eligibility Criteria-

##### (a) Educational and other qualifications-

- **Essential:**  
Bachelor in Technology/Engineering (or equivalent degree) or Master in Technology/Engineering/Science from a recognized, accredited and reputed institute/university
- **Desirable:**  
An MBA part time/full time from a recognized, accredited and reputed institute/university

##### (b) Work Experience-

- **Essential:**  
AIC STPINEXT INITIATIVES is looking to hire an individual with impeccable track record with minimum 8 years of overall experience in the IT industry, start-up ecosystem as co-founder/founder/CxO and/ or as an enabler of Start-up, Innovation & entrepreneurship ecosystem by virtue of managing/leading/scaling reputed Innovation & start-up promoting organizations/ incubators/ accelerators/ centres-of-entrepreneurship/ entrepreneurship development cells / mentoring organization etc

#### Key Skills:

- Applicant should have Business Acumen and eye for details.
- Applicant must be able to clearly demonstrate entrepreneurial skills and experience as an enabler for startups/Innovation ecosystem or as an entrepreneur or start-up founder himself/herself.
- Applicant must have a detailed knowledge of all the domains & areas which constitute the start-up ecosystem

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- Applicant must have a clear understanding of local, national and global start-up ecosystems.
- Applicant must possess strong presentation, verbal and written communication skills.
- Applicant must be able to effectively manage internal and external stakeholders.
- Applicant should be familiar with emerging technologies such as Artificial Intelligence, Internet of Things, Machine Learning, Analytics, Block chain, Health Informatics etc.
- Applicant with previous experience of leading an entrepreneurial and ambitious organization with demonstrable success shall be preferred.
- Applicant with previous experience of working at the senior level position collaborating with government departments/ agencies/ allied organizations/ Private sector/ venture Capitalists, along with demonstration of fundraising for non-profit organizations shall be preferred.

### Job Description-

- The COO in consultation with the CEO and STPI Jurisdictional Director of the respective CoE shall develop vision, strategy and business model to achieve the objectives of the domain specific CoE being established by STPI and implemented by AIC STPINEXT INITIATIVES.
- The COO will closely work with the CEO and STPI Jurisdictional Director of the respective CoE for implementation of strategy, review and plan for continuous improvement.

The COO will be required:

- To give direction to the CoE primarily towards establishing the CoE as a key player in domain centric incubation/acceleration which includes strategy to scale, outreach activities, measure impacts, collaborate with the start-up/entrepreneur ecosystem, etc.
- To provide overall strategic guidance; plan, organize, manage operations, marketing; framing procedures, guidelines, best practices etc. for co-ordination, consolidation, synergy and success of CoE & incubated start-ups.
- To develop and deploy a process for start-up recruitment including marketing campaigns, awareness drives, outreach programs, hackathons/makeathons, open challenges etc.
- To identify and attract suitable start-ups/entrepreneurs.
- To nurture and facilitate the growth of start-up and help them become successful.

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- To encourage start-up to innovate, promote the culture of innovation, help them in converting ideas into products/IPs & commercialization, create significant value for start-ups, investors and incubator.
- To build, cultivate and strengthen collaborative relationships with Govt, industry, academia, labs, other incubators, mentors, venture capitalists, angel/seed funding institutions and other consultants in India/ abroad, service providers and other start-up ecosystem players and to interconnect incubates with them.
- To develop and strengthen the requisite ecosystem of entrepreneurship and Innovation as required for the CoE.
- To organize demo days, seminars, training workshop and create opportunities for start-ups to access investors, industry and potential customers
- To collaborate and empanel domain specific vendors, IP firms, legal and statutory compliance vendors for access by start-ups.
- To create a team for smooth functioning and efficient management of the CoE operations, performing outreach and other promotional activities with the culture of entrepreneurship, openness, integrity and monitor its functioning.
- To plan & execute activities within the pre-approved quarterly budget including verification & recommendation of release of capex/opex, ensure proper implementation and strict monitoring of annual plans, budgets and targets of the CoE.
- To ensure that monthly budgets are maintained.
- To identify additional revenue sources to support CoE's sustainability.
- To enforce adherence to annual statutory, legal and audit compliances.
- To report on progress against the set objectives and business plan to CEO, project stakeholders, and relevant authorities.
- To conduct periodic meetings with founders/promoters of start-ups for discussion of operational issues.
- To develop a strong cadre of mentors, manage relationships with mentors & their assignment to incubates
- To organize meetings of GC, PMG and other groups & committees as necessary

**Compensation:** Rs. 1,25,000/- (Rupees One-Lakh twenty-five thousand only) 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](http://www.stpinext.in) or [www.stpi.in](http://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'/shortlisted 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:

- (i) The COO shall report to STPI Jurisdictional Director.
- (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) Certificate w.r.t. educational qualifications, experience, age etc. will be uploaded by the candidates while submitting online application.
- (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) Any litigation will be subject to the jurisdiction of Delhi courts.
- (ix) 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.
- (x) No TA/DA will be given for appearing in the interview.
- (xi) Contract may be renewed based on performance. Work location can change based on mutual agreement.

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### Employment Notice No. 3/4(20)/2022-23/STPINEXT

<b>Job Title</b>	<b>Lab Head (IoT Lab)</b>
<b>Number of Post</b>	<b>01 (One)</b>
<b>Nature of appointment</b>	Contract for a period of Three (3) years
<b>Age limit</b>	Less than 45 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.

#### Eligibility Criteria-

##### (a) Educational qualifications and Experience-

B. E./B. Tech in ECE/CSE/IT/Instrumentation & Testing or MCA with 5 years experience in IoT Field or related

Or

3 Year Polytechnic Diploma in ECE/CSE/IT/Instrumentation or BCA with 10 Years Experience in IoT Field or related.

#### Job Description and Roles and Responsibilities:

Handling of IoT Lab equipments for testing and measurement like Oscilloscope, Spectrum Analyzer, Vector Signal Generator, Vector Network Analyzer, Wave Soldering Machine, PCB Printing Machine, Pick and Place Machine, Reflow oven, LCR Meter, 3D Printer and Scanner, DC Load, Development Kit, Raspberry Kit, bread board, Wi-Fi ZigBee thread kit etc. Also having experience in PCB design software like KICAD, Design Spark & having experience in making prototype of PCB assembly using pick and place machine (through soldering machine)

- Operation and Maintenance of above mentioned test & Measurement IoT Lab equipment.
- Prototype PCB layout, design, Development and Assembling
- Hardware Assembly and troubleshooting

It is required to co-ordinate with start-ups working in the field of IoT in design, development and testing of prototype modules using the software and machine available/installed in IoT Lab of Neuron CoE at STPI Mohali.

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**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.

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

### Selection process:

- I. 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 themselves regarding their eligibility before applying.
- II. The 'screened-in' candidates shall be called for Personal Interview and appear before the Selection Committee at their own cost.
- III. The Candidates, at the time of Personal Interview, must bring their original documents for verification and one set of duly self-attested photocopies of those documents.
- IV. The Name of the Applicant in application form must be same as mentioned in the certificate of matriculation. In case the candidate has changed his name subsequent to matriculation, the evidence to that effect should be furnished at the time of interview.

### Other 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 fulfilment of qualifications and experience requirements does not entitle candidates to be called for test and/or interview.
- IV. Candidates are advised to upload certificate of their age, educational qualifications, experience etc. while submitting online applications.
- V. In case any candidate found ineligible on any ground after his appointment, his service will be terminated immediately without assigning any reason thereof.
- VI. Candidates recommended by the Selection Committee 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 course of recruitment. In case any such case is detected at any stage, the company reserves the right to stop/cancel selection/appointment and take other legal action, as appropriate, against such candidate.
- VIII. Any litigation will be subject to the jurisdiction of Delhi.
- IX. No TA/DA will be given for appearing for personal interview.

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### Employment Notice No. 3/4(20)/2022-23/STPINEXT

<b>Job Title</b>	<b>Incubation Executive</b>
<b>Number of Post</b>	<b>01 (One)</b>
<b>Nature of appointment</b>	Contract for a period of Three (3) years
<b>Age limit</b>	Less than 45 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.

#### Eligibility Criteria-

##### (a) Educational and other qualifications-

- **Essential:** Graduate.
- **Preferable:** Engineering or Management.

##### (b) Work Experience-

AIC STPINEXT INITIATIVES is looking to hire an individual with impeccable track record and preferably 1+ years of experience in coordination and communication with different stakeholders.

#### Job Description:

- This role requires the candidate to be a champion at Customer relationship building and continuous engagement, community building besides standard responsibilities of a business manager. The candidate shall be reporting to the COO Neuron and shall be responsible for smooth functioning of Centre. The candidate must have strong communication skills – written and spoken; and fair knowledge of productivity tools and digital technologies to perform assigned roles & responsibilities.

#### Roles and Responsibilities:

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



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**Compensation:** Fixed and consolidated salary of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) per month. For deserving candidates, the consolidated salary as per industry standards, may be negotiated.

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

### **Selection process:**

- V. 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 themselves regarding their eligibility before applying.
- VI. The 'screened-in' candidates shall be called for Personal Interview and appear before the Selection Committee at their own cost.
- VII. The Candidates, at the time of Personal Interview, must bring their original documents for verification and one set of duly self-attested photocopies of those documents.
- VIII. The Name of the Applicant in application form must be same as mentioned in the certificate of matriculation. In case the candidate has changed his name subsequent to matriculation, the evidence to that effect should be furnished at the time of interview.

### **Other general terms & conditions:**

- X. Canvassing in any form will be treated as disqualification. Any candidate found canvassing for his candidature will be summarily disqualified.
- XI. Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
- XII. Mere fulfilment of qualifications and experience requirements does not entitle candidates to be called for test and/or interview.
- XIII. Candidates are advised to upload certificate of their age, educational qualifications, experience etc. while submitting online applications.
- XIV. In case any candidate found ineligible on any ground after his appointment, his service will be terminated immediately without assigning any reason thereof.
- XV. Candidates recommended by the Selection Committee shall be offered the appointment.
- XVI. 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 course of recruitment. In case any such case is detected at any stage, the company reserves the right to stop/cancel selection/appointment and take other legal action, as appropriate, against such candidate.
- XVII. Any litigation will be subject to the jurisdiction of Delhi.
- XVIII. No TA/DA will be given for appearing for personal interview.