



AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by)
STPI Elite Building, IDCO Plot No.2/A,
Industrial Area, PO: Malipada, Gothapatna, Khorda
Bhubaneswar-751003, Tel.No..0674-2623000,
[URL:www.stpinext.in](http://www.stpinext.in), <https://emtek.stpi.in>



Employment Notice 2/2023/STPINEXT/EMTEK-BHUBANESWAR

The company hereby invites online applications from the eligible candidates for filling up vacancy of one position of Manager (Program) and two positions of Technical Officers (One each at Bhubaneswar and Satellite Centre, BPUT Rourkela) for Centre of Entrepreneurship in Emerging Technologies at Software Technology Parks of India (STPI), Bhubaneswar.

The vacancies are proposed to be filled up purely on contract basis for a period of 3 years which will be renewed on the basis of performance every year.

For detailed information and to submit online application for the aforementioned vacancies candidates may visit the website of the company www.stpinext.in or bhubaneswar.stpi.in or www.stpi.in or emtek.stpi.in

Last date for submission of application is 21 days from the date of publication of this employment notice.

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C/o STPI, Office Block-1, 1st floor, East Kidwai Nagar, New Delhi-110023



Job Title	Manager (Program)
No. of Post(s)	1 (One)
Nature of appointment	The post is proposed to be filled up purely on contract basis for a period of 3 (three) years or co-terminus with CoE, whichever is earlier.
Age Limit	Below 35 years as on the date last date of submission of application (relaxation permissible for deserving candidates)

Eligibility Criteria:

(a) Educational and other qualifications-

- **Essential:** Graduate from a recognized university
- **Desirable:** Post Graduation in Management

(b) Work Experience:

3+ years of experience in incubation management & Incubation Ecosystem or similar as project manager, 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 star-up ecosystem.
- Understanding of the latest technology and product landscape.
- Strong presentation, verbal and written communication skills.
- Manage internal and external stakeholders effectively.
- Clearly demonstrate 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, Power Point 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 area such as business modeling, sales, marketing, financing, fund raising, overall strategy, operations etc.
- Have good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.

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- 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, identity current brand positioning and design research-based brand positioning strategy.
- Oversee intake, scoping, capacity planning and execution work flow 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 stake holders to ensure ongoing clarity on strategy, tactics, goals, and performance for digital channels.
- Provide information for management reporting and prepare reports as necessary.

Compensation:

Upto Rs. 60,000 per month (relaxation as per industry standards permissible for deserving candidates).

Mode of receiving applications:

Applications shall be invited online, Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.stpinext.in or www.stpi.in or <https://bhubaneswar.stpi.in> or <https://emtek.stpi.in>

Selection process:

1. 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.
2. The 'screened-in'/candidates will be called for personal interview before the duly constituted '**Selection Committee**' on the scheduled date & time.
3. Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment.

General terms & conditions:

1. The selected candidate shall report to Chief Operating Officer (COO) or STPI Jurisdictional Director as decided by the STPI Jurisdictional Director.
2. Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
3. Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
4. Mere submission of application does not entitle candidates to be called for test and/or interview.
5. STPI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
6. 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.
7. 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.

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8. 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.
 9. Any litigation will be subject to the jurisdiction of Delhi courts.
 10. Contract may be renewed based on performance. Work location can change based on mutual agreement.
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Job Title	Technical Officer
No. of Post(s)	2 (Two). One each for EMTEK, Bhubaneswar and Satellite Centre, VPUT
Nature of appointment	The post(s) are proposed to be filled up purely on contract basis for a period of 3 (three) years or co-terminus with CoE, whichever is earlier.
Age Limit	Below 35 years as on the date last date of submission of application (relaxation permissible for deserving candidates)

Educational and other qualifications:

- **Essential:**
B.E./B. Tech in ECE/CSE/IT/Instrumentation/EE/MCA/ MSC(IT/EC) with 3 years' experience in relevant field. (Relaxation permissible for deserving candidates).
OR
3 Year Polytechnic Diploma in ECE/CSE/IT/Instrumentation/BCA/ BSC(IT/ETC) with 5 Years' Experience in relevant field. (Relaxation permissible for deserving candidates).

Key Skills:

- Understanding of the latest technology and product landscape.
- Manage internal and external stakeholders effectively.
- Knowledge of Word, Excel, PowerPoint and other productivity tools.
- Well versed with the emerging technologies in IT and Computer industry.

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 the selected candidate shall include:

- Handling of EMTEK (Industry 4.0) Lab equipment for testing and measurement like Oscilloscope, Spectrum Analyzer, Vector Signal Generator, Vector Network Analyzer, LCR Meter, 3D Printer and Scanner, DC Load, Development Kit, Raspberry Kit, bread board 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. Should have knowledge of machine learning, data analytics, cyber security and other emerging technologies as required in industry 4.0.
- Operation and Maintenance of above-mentioned test & Measurement of Lab equipment.
- Hardware Assembly and trouble shooting
- Software installations, support and trouble shooting
- Co-ordination with start-ups working in the field of EMTEK (Industry 4.0) in design, development and testing of prototype modules using the software and machine available/installed in EMTEK (Industry 4.0) Lab

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- Ensuring optimum utilization and careful handling of all the available instruments, components and tools.
- Any other job as may be assigned from time to time.

Compensation:

Upto Rs. 40,000 per month (relaxation as per industry standards permissible for deserving candidates).

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