



## AIC STPINEXT INITIATIVES

A Section 8 Company incorporated by



Plate B, First Floor, Office Block-1, East Kidwai Nagar, New Delhi – 110023  
Tel: +91-11-24628081 | URL: [www.stpinext.in](http://www.stpinext.in)

Advt. No. STPINEXT/01/2019

### Employment Notice

AIC STPINEXT INITIATIVES is a Section 8 company incorporated by STPI under Companies Act, 2013 to set up and implement the Atal Incubation Centre (AIC) as per the guidelines issued by Atal Innovation Mission, NITI Aayog with an objective of supporting innovative technology-based startup enterprises in India. Presently the company is having its' offices at Delhi and Bengaluru.

Applications are invited from eligible candidates for filling up vacancy of **Chief Executive Officer (CEO)** of the Company and 05 vacancies of **Head/Chief Operating Officer (COO)** for Centres of Excellence at Mohali, Chennai, Bhubaneswar, Pune and Bengaluru. These vacancies are proposed to be filled-up purely on contract basis for a period of three years.

#### **How to apply:**

For detailed information and to submit online applications against the aforementioned position, the candidates may visit the career links viz. [www.stpinext.in/career/](http://www.stpinext.in/career/), [recruitment.stpi.in/stpinext/](http://recruitment.stpi.in/stpinext/). Last date for submission of application is 20 days from the date of publication of this notice.



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### Chief Executive Officer (CEO)

<b>Job Title</b>	Chief Executive Officer (CEO), AIC STPINEXT INITIATIVES, a Section 8 Company of Software Technology Parks of India (STPI)
<b>Location of Posting</b>	New Delhi with frequent travel to STPI/CoE locations across India
<b>No. of Posts</b>	1
<b>Nature of Post</b>	The vacancy is proposed to be filled-up purely on contract basis for a period of three years. The appointment shall come to end on the expiry of the contract period.
<b>Age limit</b>	Less than 60 years as on the last date of submission of application.

### 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:**  
An individual with impeccable track record with minimum 12 years of overall experience in the IT industry, Start-up (as founder/co-founder/Managing Director/ Chairman/CxO) and/or an enabler of Start-up, Innovation & entrepreneurship ecosystem by virtue of managing/leading reputed innovation & start-up promoting organizations/incubators/accelerators/centres-of-excellence/entrepreneurship development cells / mentoring organization etc or its flagship programmes.



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### Job Description-

- The CEO in consultation with the Board of Directors and Advisory Board, develop vision, strategy and business model to achieve the objectives of the Company.
- The CEO will closely work with the Board of Directors and report to the Managing Director/Board of Directors for implementation of strategy, review and plan for continuous improvement.
- The CEO will be required to give direction to the Company primarily towards establishing it as a key player in incubation/acceleration space which includes establishing world class incubator(s), strategy to build, execute & scale incubation programs, outreach activities, measure impacts, collaborate with the partners/stakeholders of the start-up/entrepreneurial ecosystem, etc.
- The CEO will be required to provide overall strategic guidance, framing procedures, guidelines, best practices etc. for co-ordination, consolidation, synergy and success of incubator(s) & incubated start-ups.
- The CEO will be responsible to identify and attract suitable start-ups & entrepreneurs.
- The CEO will act as the “Chief Experimenter” and encourage start-up ventures to innovate, promote the culture of innovation, help them in converting ideas into products/IPs & commercialization, create significant value for start-ups, investors & incubator.
- The CEO will be required to facilitate the growth of start-up and help them become successful.
- The CEO will be required to liaison, develop and strengthen relationships with Govt, academia, other incubators, venture capitalists, angel/seed funding institutions in India and abroad for investing into the right start-ups, develop a strong cadre of mentors, service providers and other start-up ecosystem players as required.
- The CEO will be required to spearhead senior level, strategic relationships with key stakeholders.
- The CEO must be an evangelist for the incubator in all forums and responsible to represent the company as required, including attendance of important functions, industry events and public meetings.
- The CEO will be responsible to create a team primarily involved in managing the project operations and investments, performing outreach and other promotional activities with the culture of entrepreneurship, openness, and integrity and monitor its functioning.



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- The CEO will be responsible to plan & execute activities within the pre-approved quarterly budget including verification & recommendation of release of capex/operating expense, ensure proper implementation and strict monitoring of annual plans, budgets and targets.
- The CEO will be responsible to direct the Finance team to prepare annual budgets, complete risk analysis on potential investments, and advise the Board of Directors with regard to investment risk and return.
- The CEO will be responsible for the Financial Statements of the Company and other compliances.
- The CEO will be responsible to present the company's progress and discuss the future plans in the Board meeting held on periodic basis.
- The CEO must be a visionary to make the Company self-sustainable.

### 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 start-ups/Innovation ecosystem or in the role of an entrepreneur or start-up founder himself/herself.
  - Applicant with previous experience of leading an entrepreneurial and ambitious organization with demonstrable success shall be preferred.
  - Applicant must have a detailed knowledge of all the domains & areas which constitute the start-up ecosystem
  - 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.
  - Applicant shall possess strong presentation, verbal and written communication skills.
  - Applicant should be able to effectively manage internal and external stakeholders.
  - Applicant must mandatorily have a clear understanding of local, national and global startup ecosystems.
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- Applicant should be familiar with emerging technologies such as Artificial Intelligence, Internet of Things, Machine Learning, Analytics and Blockchain.

### Compensation:

Maximum fixed and consolidated salary of Rs. 1,75,000/- (Rupees One Lakh Seventy-Five Thousand Only) per month. For deserving candidates, additional consolidated salary & perks as per industry standards may be negotiated.

### How to apply:

Candidates meeting the above eligibility requirements may fill up the application form online at website of the company [www.stpinext.in](http://www.stpinext.in).

### Selection process:

- 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.
- The 'screened-in' candidates shall be called for Personal Interview.
- 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.
- 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:

- 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 test and/or interview.
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- (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 courts.
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### Head of CoE (HoC) / Chief Operating Officer (COO):

<b>Job Title</b>	Head / Chief Operating Officer (COO) of CoE EP Bhubaneswar, an ESDM Centre of Excellence, Bhubaneswar
<b>Location</b>	Bhubaneswar, Odisha
<b>No. of Posts</b>	1
<b>Nature of Post</b>	The vacancy is proposed to be filled-up purely on contract basis for a period of three years. The appointment shall come to end on the expiry of the contract period.
<b>Age limit</b>	Less than 45 years as on the last date of submission of application.

<b>Job Title</b>	Head of CoE / Chief Operating Officer (COO) FinBlue, a FinTech Centre of Excellence, Chennai
<b>Location</b>	Chennai, Tamil Nadu
<b>No. of Posts</b>	1
<b>Nature of Post</b>	The vacancy is proposed to be filled-up purely on contract basis for a period of three years. The appointment shall come to end on the expiry of the contract period.
<b>Age limit</b>	Less than 45 years as on the last date of submission of application.

<b>Job Title</b>	Head of CoE / Chief Operating Officer (COO) Startup Punjab Hub at STPI, an IoT, Data Analytics, AI & AVG Centre of Excellence, Mohali
<b>Location</b>	Mohali, Punjab
<b>No. of Posts</b>	1
<b>Nature of Post</b>	The vacancy is proposed to be filled-up purely on contract basis for a period of three years. The appointment shall come to end on the expiry of the contract period.
<b>Age limit</b>	Less than 45 years as on the last date of submission of application.



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<b>Job Title</b>	Head of CoE / Chief Operating Officer (COO) Motion, an ACES Mobility Centre of Excellence, Pune
<b>Location</b>	Pune, Maharashtra
<b>No. of Posts</b>	1
<b>Nature of Post</b>	The vacancy is proposed to be filled-up purely on contract basis for a period of three years. The appointment shall come to end on the expiry of the contract period.
<b>Age limit</b>	Less than 45 years as on the last date of submission of application.

<b>Job Title</b>	Head of CoE / Chief Operating Officer (COO) IoT OpenLab, an IoT & Electronics Centre of Excellence, Bengaluru
<b>Location</b>	Bengaluru, Karnataka
<b>No. of Posts</b>	1
<b>Nature of Post</b>	The vacancy is proposed to be filled-up purely on contract basis for a period of three years. The appointment shall come to end on the expiry of the contract period.
<b>Age limit</b>	Less than 45 years as on the last date of submission of application.

### 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 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-excellence/ entrepreneurship development cells / mentoring organization etc





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### Job Description-

- The HoC/COO in consultation with the CEO and STPI Jurisdictional Director/OIC of the respective Centre of Excellence (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 HoC/COO will closely work with the CEO and STPI Jurisdictional Director/OIC of the respective CoE and report to the CEO for implementation of strategy, review and plan for continuous improvement.
- The HoC/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/makathons, 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.
  - To encourage start-up ventures 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, academia, other incubators, mentors, venture capitalists, angel/seed funding institutions and other consultants in India and abroad for investing into the right start-ups, develop a strong cadre of mentors, service providers and other start-up ecosystem players, 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



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- To create a team primarily involved in 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/operating expense, ensure proper implementation and strict monitoring of annual plans, budgets and targets of the CoE.
- To identify and generate additional revenue sources to support CoE's sustainability.
- To enforce adherence to annual statutory, legal and audit compliances.
- Report on progress against the set objectives and business plan to CEO, project stakeholders, and relevant authorities.

### 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 with previous experience of leading an entrepreneurial and ambitious organization with demonstrable success shall be preferred.
- Applicant must have a detailed knowledge of all the domains & areas which constitute the start-up ecosystem
- 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.
- Applicant shall possess strong presentation, verbal and written communication skills.
- Applicant should be able to effectively manage internal and external stakeholders.
- Applicant must mandatorily have a clear understanding of local, national and global start-up ecosystems.
- Applicant should be familiar with emerging technologies such as Artificial Intelligence, Internet of Things, Machine Learning, Analytics, Block chain etc.



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### 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.
- (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) 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:

- (ix) Canvassing in any form will be treated as disqualification. Any candidate found canvassing for his candidature will be summarily disqualified.
  - (x) Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
  - (xi) Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for test and/or interview.
  - (xii) Candidates are advised to upload certificate of their age, educational qualifications, experience etc. while submitting online applications.
  - (xiii) In case any candidate found ineligible on any ground after his appointment, his service will be terminated immediately without assigning any reason thereof.
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- (xiv) Candidates recommended by the Selection Committee shall be offered the appointment.
  - (xv) 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.
  - (xvi) Any litigation will be subject to the jurisdiction of Delhi courts.
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