




## AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by )  
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<https://bbs.electropreneurpark.in>

### **Employment Notice 1/2021/STPINEXT/EP-BHUBANESWAR**

The company hereby invites online applications from the eligible candidates for filling up vacancy of Manager (Programs) – 01, Technical Officer – 01 & Manager (Admn & Accounts) for Electropreneur Park (EP) at Software Technology Parks of India (STPI), Bhubaneswar. The eligibility of the candidates, selection process and general terms & conditions are here under:

<b>Name of the Post</b>	<b>Manager (Program)</b>
<b>No. of Post(s)</b>	<b>01</b>
<b>Nature of appointment</b>	The post is proposed to be filled up purely on contract basis for a period of three years which will be renewed on performance basis every year. 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. Further, suitable candidates may be given age relaxation.
<b>Educational Qualification</b>	MBA/Graduate from a recognized and reputed Institute/University.
<b>Work Experience</b>	3 to 8 years of overall experience as business Manager with the responsibilities in marketing, brand management and community building besides standard etc. in a corporate/ association/ incubator/accelerator/Venture fund.
<b>Job description</b>	<p>Selected candidate shall be part of the Core Incubation Team at Electropreneur Park and would lead the following activities</p> <ul style="list-style-type: none"><li>• Creating global and local partnership, alliances with engineering colleges, angel investors, VC's and other ecosystem players</li><li>• Work closely with the HoC /CEO/COO to design, develop and run Incubation / Acceleration program and shall develop vision, strategy and business model to achieve the objectives.</li><li>• Develop and execute strategy for CEO for implementation of strategy, review, outreach, scouting, evaluating, selection and on-boarding of quality and innovative start-ups and plan for continuous improvement</li><li>• Manage the day- to- day interaction with the Incubatees and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, and marketing, financing, fundraising, overall strategy, operations etc. Be the first level contact to handle queries from Incubated startups and applicants</li><li>• Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory</li></ul>

	<p>support to entrepreneurs.</p> <ul style="list-style-type: none"> <li>• Organizing demo days, seminars, training workshop, mentoring sessions with startups</li> <li>• Enhance Electropreneur Park brand visibility by publishing startup success stories on internet and social media. Work on the brand management, identify current brand positioning and design research based brand positioning strategy.</li> <li>• Design and execute marketing campaigns aimed at communicating our brand message, measure &amp; report on success of marketing campaigns.</li> <li>• Oversee intake, scoping, capacity planning, and execution workflow for digital marketing and lead generation activities.</li> <li>• Identify and share best practices for audience targeting and database hygiene, email/digital marketing strategy, events, tracking instrumentation and digital channel measurement.</li> <li>• Community Building over Digital &amp; Social Media Channels.</li> <li>• Develop and analyze digital channel performance metrics to drive future marketing decisions and optimize lead acquisition and activation strategy.</li> <li>• Deliver clear, consistent, and frequent communication with Field Marketing and Events stakeholders to ensure ongoing clarity on strategy, tactics, goals, and performance for digital channels.</li> <li>• Provide information for management reporting and prepare reports as necessary.</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Empathetic people manager, a trusted advisor to the team.</li> <li>• Enjoys working with start-ups and helping them succeed</li> <li>• Strong attention to detail.</li> <li>• Proven track record of creating and executing integrated marketing lead generation campaigns using tactics that include live and/or virtual events, webinars, lead nurture programs, and CRM/sales insights.</li> <li>• Track record of developing and managing multiple marketing programs simultaneously. Has program management, campaign management exposure</li> <li>• Comfortable working in a matrixed organization, with the ability to build relationships with stakeholders and cross-functional teams including Product Marketing, Segment Marketing, Marketing Operations, Field Marketing and Sales.</li> <li>• Experience working with creative and operations agencies in an outsourcing capacity.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent presentation skills</li> <li>• Comfortable dealing with CEO/COO level.</li> <li>• Excellent working with Excel, PowerPoint and other productivity tools</li> </ul>
<b>Compensation:</b>	<p>Maximum fixed and consolidated salary of Rs. 60,000/- (Rupees sixty thousands) per month. For deserving candidates, the consolidated salary as per industry standards, may be negotiated.</p>

<b>Name of the Post</b>	<b>Technical Officer</b>
<b>No. of Post(s)</b>	<b>01</b>
<b>Nature of appointment</b>	The post is proposed to be filled up purely on contract basis for a period of three years which will be renewed on performance basis every year. The appointment shall come to end on the expiry of the contract period.
<b>Age Limit</b>	Less than 40 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>Post Graduate in Electronic/Instrumentation or a Graduate from a recognized and reputed Institute/University with experience in embedded design.</li> </ul>
<b>Work Experience</b>	Post qualification 4 years experience for Graduate or 2 years experience for Post Graduate
<b>Job description</b>	<p>Selected candidate shall be part of the core Incubation team at Electropreneur Park-Bhubaneswar and would lead the following activities.</p> <ul style="list-style-type: none"> <li>Managing the Lab facilities including Test and Measuring instruments, power instruments, ESD development tools and software.</li> <li>Ensuring optimum utilization and careful handling of all the available instruments, components and tools.</li> <li>Handholding design engineers for product design.</li> <li>Engaging various product design vendors to support the Incubated start-ups.</li> <li>Facilitating technical training by technical specialist from various semiconductor chip manufacturers and design firms.</li> <li>Procurement of various Domain specific equipment, Software as and when requested from the start-ups.</li> <li>Facilitating Technical sessions for the start-ups in regular basis for accelerating their product development.</li> <li>Coordinating and facilitating the technical assistance to the startups in various Events, Hackathons etc.</li> <li>Vendor management, Component bank management for ease of operation of ESDM labs.</li> <li>Connecting startups to various third-party service providers for their various needs like High end PCB fabrications etc.</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>Good exposure on Testing/Measuring instruments including Spectrum analyser, signal generator, spectrometer etc.</li> <li>Must have good working experience in digital fabrication equipments like 3D printer, PCB milling machines, Laser cutters etc.</li> <li>Must have used any of the development tools like Orcad Pspice/Mentor Graphics, Labview NI, IAR embedded.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent coordination skills</li> </ul>
<b>Compensation:</b>	Maximum fixed and consolidated salary of Rs. 45,000/- (Rupees fortyfive thousands) per month. For deserving candidates, the consolidated salary as per industry standards, may be negotiated.

<b>Name of the Post</b>	<b>Manager (Administration &amp; Accounts)</b>
<b>No. of Post(s)</b>	<b>01</b>
<b>Nature of appointment</b>	The post is proposed to be filled up purely on contract basis for a period of three years which will be renewed on performance basis every year. The appointment shall come to end on the expiry of the contract period.
<b>Age Limit</b>	Less than 40 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.
<b>Educational Qualification</b>	MBA (Finance) and/or Graduate in Commerce from a recognized and reputed Institute/University.
<b>Work Experience</b>	Post Qualification experience of 5 to 10 years of overall experience as Manager in Administration & Accounting with the responsibilities of financial management ranging from simple accounting to broad investment and banking operations and must also have fair knowledge of productivity tools and digital technologies
<b>Job description</b>	<p>Selected candidate shall be part of the core Incubation team at Electropreneur Park and would lead the following activities</p> <p><b><u>Administrative Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Manage day-to-day operations of the centres under leadership of the COO, EP</li> <li>• Hire and manage temporary staff as per requirements</li> <li>• Make administrative arrangements for on boarding of start-ups and visit of dignitaries.</li> <li>• Make administrative arrangement for conduct of online/onsite training programme as per the directives of the COO.</li> </ul> <p><b><u>Accounting responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Safe custody/keeping and accounting of funds allocated to the centre.</li> <li>• Preparing budgetary estimates and taking approval as per the policy.</li> <li>• Ensure tax compliances as per current and prevailing regulatory provisions</li> <li>• Preparing/help start-ups in preparing the balance sheet.</li> <li>• Safe custody of bills, invoices &amp; Payment vouchers</li> <li>• Handling Business Banking responsibilities of the centre.</li> <li>• Preparing/Help start-ups in preparing Financial Projections for the purpose of valuation.</li> <li>• Financial analysis and forecasting.</li> <li>• Develop vision, strategy and business model to achieve the</li> </ul>

	<p>objectives of the domain specific CoE being established by STPI and implemented by AIC STPI Next Initiatives in consultation with the COO and the Jurisdictional STPI Director of the respective CoE.</p> <ul style="list-style-type: none"> <li>• Work closely with the COO and Jurisdictional STPI Director of respective Co End report to the COO/COE for implementation of strategy, review and plan for continuous improvement</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Empathetic people manager, a trusted advisor to the team</li> <li>• Enjoys working with start-ups and helping them succeed</li> <li>• Strong attention to detail</li> <li>• Proven experience in the role</li> <li>• In depth knowledge of financial management, accounting practices, corporate financial laws and risk management practices</li> <li>• Excellent knowledge of data analysis and forecasting methods.</li> <li>• Proficient in use of MS Office and financial management &amp; accounting software(s)</li> <li>• Ability to strategize and solve problems</li> <li>• Strong leadership and organisational skills</li> <li>• An analytical mind, comfortable with balance sheets, financial projects, valuations methodology.</li> <li>• CA qualification is a strong advantage.</li> <li>• Familiarity with startup ecosystem is a strong advantage.</li> </ul>
<b>Compensation:</b>	<p>Maximum fixed and consolidated salary of Rs. 40,000/- (Rupees forty thousands) per month. For deserving candidates, the consolidated salary as per industry standards, may be negotiated.</p>

### **How to apply:**

Candidates meeting the above eligibility criteria/requirements may fill up the online application at website of the company <https://bbs.electropreneurpark.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 and appear before the Selection Committee at their own cost.
- 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.
- 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:**

- 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.
- Candidates are advised to upload certificate of their age, educational qualifications, experience etc. while submitting online applications.
- In case any candidate found ineligible on any ground after his appointment, his service will be terminated immediately without assigning any reason thereof.
- Candidates recommended by the Selection Committee 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 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.
- Any litigation will be subject to the jurisdiction of Delhi.
- No TA/DA will be given for appearing for personal interview.

**Last date for submission of application**

The last date for submission of online application is 21 days from the date of publication of employment notice. .