

AIC STPINEXT INITIATIVES
(A Section 8 Company incorporated by Software Technology Parks of India)
Plate-B, 1st Floor, Office Block-1, East Kidwai Nagar, New Delhi-110023



No. SNXT/NDL/TECH/COE/MISM/2026-2027/1

Date: 05.05.2026

EMPLOYMENT NOTICE

Applications are invited online from the eligible candidates for the position of Senior Manager to manage all equity, startup finance and investment-related matters arising from company's engagement with startups and entities across its incubation and innovation programs. The vacancy is proposed to be filled-up purely on contract basis initially for a period of three years, extendable based on performance and program requirements.

For detailed information and to submit online applications for the above-mentioned position, interested candidates are advised to visit the company's website at www.stpinext.in or STPI-HQ's website at <https://stpi.in/>.

JOB DESCRIPTION

Position Title	Senior Manager, STPINEXT
Location	STPI Headquarters, New Delhi
Engagement Type	Contractual / Consolidated Remuneration
Remuneration	₹1,50,000 (consolidated) (Higher remuneration may be offered to deserving candidates)

About STPINEXT

AIC STPINEXT INITIATIVES (STPINEXT) is a section 8 company incorporated by STPI to act as the nodal agency and common implementation vehicle for various startup and entrepreneurship activities at STPI.

Role Overview & Key Responsibilities

STPINEXT is seeking a qualified professional to manage all equity, startup finance, and investment-related matters arising from its engagement with startups and entities across its incubation and innovation programs. The incumbent will function as the institutional point of contact for equity structuring, cap table governance, financial due diligence, compliance, and investment oversight.

The key responsibility area of the resource includes, but is not limited to, the following:

- Determine and recommend entry (stage of investment, quantum, and choice of instrument) and exit modalities (valuation, partial vs. full exit) for STPINEXT's engagement with startups.
- Manage all equity, share capital, and ownership-related matters for startups/entities associated with STPINEXT programs from the institutional side.
- Scrutinize cap tables, shareholding patterns, equity issuance documents, and dilution events for internal review and record.
- Vet term sheets, shareholder agreements, and equity-linked instruments (CCDs, CCPs, SAFE notes, etc.) from a compliance and risk perspective.
- Support financial and equity due diligence of startups at onboarding, milestone reviews, and exit events.
- Review valuation rationales, funding structures, and investment proposals for internal and empowered committees.
- Ensure compliance with applicable statutory and regulatory requirements under the Companies Act, FEMA, and DPIIT guidelines.

Eligibility & Qualifications

Essential

- Chartered Accountant (CA) or Company Secretary (CS) qualification or MBA (Finance) or M.Com from a recognized institution with relevant specialization.
- Minimum 6 years of post-qualification experience in equity management, startup finance, venture capital operations, corporate finance, or investment compliance.
- Working knowledge of the Companies Act 2013, DPIIT startup frameworks, and related statutory provisions.
- Proficiency in financial modelling, cap table management, and equity documentation review.

Desirable

- Familiarity with government financial rules (GFR).
- Exposure to startup ecosystems either through VC/PE firms, angel networks, incubators, or startup advisory roles.

- Understanding of instruments such as SAFE notes, CCDs, CCPs, ESOP pools, and liquidation preference structures.

Key Competencies

- Strong analytical and financial reasoning with attention to detail.
- Ability to translate complex equity and financial structures into clear institutional documentation (government-style notings, briefs, and committee papers).
- High degree of integrity, discretion, and comfort with handling sensitive financial information.
- Excellent written and verbal communication skills.
- Ability to work independently and manage multiple parallel workstreams across programs and schemes.
- Collaborative orientation – comfortable interfacing with legal, finance, audit, and program teams as well as external stakeholders.

Compensation & Terms

The position carries a consolidated monthly remuneration of ₹1,50,000 commensurate with qualifications and experience. The engagement will be on a contractual basis, initially for a period of three years, extendable based on performance and program requirements. No other allowances, benefits, or government service entitlements are applicable.

Selection process

- (i) Applications received by the last date will be first screened by a duly constituted 'Screening Committee'. The candidates meeting the requisite educational & other qualifications and experience may be screened-in/shortlisted 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.

General Terms & Conditions

- (i) Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
- (ii) Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
- (iii) Mere submission of application does not entitle candidates to be called for interview.
- (iv) Certificate w.r.t. educational qualifications, experience, age etc. will be uploaded by the candidates while submitting online application.
- (v) 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.
- (vi) 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.

- (vii) Any litigation will be subject to the jurisdiction of Delhi courts.
- (viii) 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.
- (ix) No TA/DA will be given for appearing in the interview.
- (x) Contract may be renewed based on performance.

Last Date

The last date for submission of applications is 24.05.2026.