



AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by STPI)

C/o STPI, 9th Floor, GIFT One Tower, Block-56, Road-5C, Zone-5,
GIFT City, Gandhinagar-382 355 (Gujarat)

Employment Notice: 01/2026/STPINEXT/FinGlobe

The company hereby invites online applications from the eligible candidates for filling up vacancy of Incubation Manager – 01 no. for FinGlobe, Centre of Entrepreneurship (CoE) at GIFT City, Gandhinagar. The eligibility of the candidates, selection process and general terms & conditions are here under:

Job Title	Incubation Manager for FinGlobe CoE, STPI-Gandhinagar
No. of Post(s)	1
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier.
Location	GIFT City Gandhinagar
Age	Below 35 years as on the last date of submission of application (relaxation permissible for deserving candidates)
Educational Qualification and Experience	Essential: Post-Graduation in Finance / Business Administration / Management or equivalent OR Graduate in engineering/technology from a recognized, accredited and reputed institute/ university. Desirable: MBA in Finance / Marketing OR Graduate in Computer Science / Information Technology /Electronics & Telecommunication. Work Experience- <ul style="list-style-type: none">• Essential: Minimum 2 (two) years of relevant work experience; preferably in the startup and innovation ecosystem as an innovator, ecosystem enabler, or in incubation /startup program management, and/or in the FinTech sector.• Exposure to or experience in usage, integration, or management of API and sandbox environments shall be treated as an added qualification.
Key Skills & Experience	<ul style="list-style-type: none">• Knowledge and understanding of the startup and incubation ecosystem and Experience as an enabler for start-ups/Innovation ecosystem.• Understanding of the latest technology and product landscape, preferably in the FinTech, TechFin domain.• Strong presentation, oral and written communication skills.• Clearly demonstrable entrepreneurial skills, proactive and self-starter.• Ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities / institutions, industry experts, associations, state & central government and angel investors.• Hands-on experience with Design tools, and social media for content creation, reporting & outreach.
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: <ul style="list-style-type: none">• To manage and run day-to-day operations of CoE and activities related for allotment of seats.• 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.• Manage the day-to-day interaction with the Start-ups• Organize demo days, seminars, training, workshop, mentoring sessions with start-ups.• Provide information for management reporting and prepare reports as necessary.• Any other job assigned by the Management from time to time.
Compensation:	Up to Rs. 50,000/- (Rupees Fifty Thousand Only) per month.

How to apply:

Candidates meeting the above eligibility criteria/requirements may fill up the online application at website of the company www.stpinext.in or <https://gandhinagar.stpi.in> or <https://stpi.in/>.

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' 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 for recruitment shall include the following:

- i. The Incubation Manager shall report to COO or STPI Jurisdictional Director, as decided by the 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. STPI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- 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. 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. Any litigation will be subject to the jurisdiction of Delhi courts.
- x. Contract may be renewed based on performance. Work location can change based on mutual agreement.

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.