



Employment Notice. – No: STPINEXT/AIC STPI Bengaluru/01/2023

AIC STPI Bengaluru invites applications online from the eligible candidates for vacancy of **Incubation Manager-01, Incubation Executive-01**. These vacancies are to be filled-up purely on contract basis for three (3) years which may be renewed on performance basis every year.

For detailed information and applications submission, candidates may visit the website <https://stpinext.in> or <https://bengaluru.stpi.in/> ,

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

AIC STPI BENGALURU (बेंगलूरु) Bengaluru
RECRUITMENT DETAILS

Job Title	Incubation Manager & Incubation Executive
Location	Bengaluru
No of Posts	One (01) each

Last date of receipt of applications: Within 21 days of publication of advertisement.

JOB DESCRIPTION

1] JOB TITLE: INCUBATOR MANAGER [Start-ups/Marketing/Operations coordination]

Eligibility Criteria-

(a) Educational and other qualifications-

Essential: Graduation. BE/B.TECH or M.BA in Operations

Preferrable: Incubator ecosystem knowledge, Post Graduation in Operations would be preferrable.

(b) Work Experience

- Essential: AIC STPINEXT INITIATIVES is looking to hire an individual with impeccable track record with 3+ years of experience in management, client building, engagement with consumers and managing operations.
- Experience in diversified roles would be preferred. Demonstrated 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, and angel investors.

Nature of Appointment: The vacancy 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.

Age limit: Less than 35 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.

Job Description: Selected candidate shall be part of the Core Incubation Team at AIC STPI Bengaluru and would lead the following activities:

- To manage and run incubation centre's day-to-day operations.
- 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.
- Develop and execute strategy for CEO/COO for implementation of strategy, 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 Incubatee and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
- Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- Organizing demo days, seminars, training workshop, mentoring sessions with start-ups.
- Enhance AIC brand visibility by publishing start-up success stories on internet and social media. Work on the brand management, identify current brand positioning and design research-based brand positioning strategy.
- Oversee intake, scoping, capacity planning, and execution workflow 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 stakeholders to ensure ongoing clarity on strategy, tactics, goals, and performance for digital channels.
- Provide information for management reporting and prepare reports as necessary.

Desired: Experience of handling Business Incubator activities or Incubator Operations Exp with min 2yr is preferable.

Compensation:

Consolidated salary of upto Rs. 70000/- (Rupees Seventy Thousand Only) per month. Perks applicable as per the company policy from time to time. The remuneration may vary based on the qualification & experience of the individual.

2] JOB TITLE: INCUBATION EXECUTIVE [Operations & LAB]

Eligibility Criteria-

(a) Educational and other qualifications-

Essential: Graduation. BSC/MSC/BBA/BBM/BE/ (or any allied disciplines)

Preferrable: Graduation in Engineering (ECE/BIOTECH) would be preferrable.

(b) Experience: Min 2yrs+ exp in handling Operations of (labs, inventory, procurement) with hands on skill of application platform viz- MS office, Google Suite & Data management.

Nature of Appointment: The vacancy 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.

Age limit: Less than 32 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.

Job Description: Selected candidate shall be part of the core Incubation team at AIC STPI Bengaluru and would lead the following activities.

- Managing the Lab facilities including (Healthcare Equipment/ T&M instruments, Open-source development tools and Cloud infra/software).
- Ensuring optimum utilization and careful handling of all the available instruments, components & tools.
- Engaging various product design vendors to support the Incubated start-ups.
- Facilitating technical training by technical specialist from various Healthcare manufacturers&IT/ITES firms.
- Procurement of various Domain specific equipment, Software as & when requested from start-ups.
- Facilitating Technical sessions for the start-ups in regular basis for accelerating their product development.
- Coordinating & facilitating the technical assistance to the start-ups in various Events/Hackathons etc.
- Vendor management, Component bank management for ease of operation of AIC Makerspace.
- Connecting startups to various third-party service providers for their various needs.
- Handling report preparation about procurement /events and any other program as guided by COO.

Desired Skills- Strong hand on Microsoft office and Google Suite & inventory management

- Knowledge of Computer /Cloud/IT/network infrastructure
- Events coordination. (technical)

Compensation:

Consolidated salary of upto Rs. 35,000/- to Rs40,000 (Rupees Thirty five to Forty Thousand Only) per month. Perks applicable as per the company policy from time to time. The remuneration may vary based on the qualification & experience of the individual.

How to Apply- Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.stpinext.in or www.stpi.in