No. STPI/PUN/TECH/COE/MOT/2022-2023/7   **Date: 13.10.2022**

EMPLOYMENT NOTICE

       Applications are invited online from the eligible candidates for the postions of Lab Engineer and Admin Executive for MOTION – Centre of Entrepreneurship (CoE) at Pune. The vacancy is proposed to be filled-up purely on contract basis for a period of three years.

       For detailed information and to submit online applications for the aforementioned positions, interested applicants may visit the website of the company **www.stpinext.in,** **www.stpi.in** or **www.motion.stpi.in**. Last date for submission of application is 21 days from the date of publication of this notice.

Employment Notice No. STPI/PUN/TECH/COE/MOT/2022-2023/7

Job Title	Lab Engineer
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier
No. of Post	3 (Three)
Location	Pune, Maharashtra
Age limit	Below 35 years. (Relaxation permissible for deserving candidates)

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

Eligibility Criteria:

(a) Educational and other qualifications-
- *Essential:* Bachelor of Engineering in Electronics/Instrumentation or equivalent from a recognized university
- *Desirable:* Post-Graduation in Electronics /Instrumentation or equivalent

(b) Work Experience-
Minimum 3 years of work experience in the relevant field.

Key Skills:
- Good exposure on Testing/ Measuring instruments including Digital Oscilloscope, Function Generator, Spectrum analyser, signal generator etc.
- Should have good working experience in digital fabrication equipment like 3D printer, PCB prototyping machines etc. and Working knowledge of Motors, Batteries, controllers, development kits/ boards and Sensors etc.
- Must have used any of the development tools like Orcad Pspice/Mentor Graphics, Labview NI, IAR embedded.
- Excellent coordination skills
- Strong presentation, verbal & written communication skills.
- Manage internal and external stakeholders effectively.
- Knowledge of Word, Excel, PowerPoint, and other productivity tools

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 *Lab Engineer* shall include:
- Managing the Lab facilities including Test and Measuring instruments, power instruments, ACES development tools and software

- Ensuring optimum utilization and careful handling of all the available instruments, components & tools
- Handholding design engineers for product design
- Experienced in Management Reporting with hands-on exposure to MS PowerPoint, MS-Excel and MS Word
- Engaging various product design vendors to support the Incubated start-ups
- Facilitating technical training by technical specialist from various automotive manufacturers and design firms
- Procurement of various Domain specific equipment, Software as and when requested from the start-ups
- Facilitating Technical sessions for the start-ups in regular basis for accelerating their product development
- Facilitating technical assistance to Startups in various Events/Hackathons etc.
- Vendor management for ease of operation of ACES labs
- Connecting startups to various third-party service providers for their various needs
- Development of appropriate marketing material to promote incubated companies
- Organize events to facilitate collaborations, technology tie-up, business development
- Organize training programs through workshop, mentorship, networking, seminars etc.
- Manage outreach communications, e. g. website, newsletter, social media, digital marketing, PR etc.
- Other roles and responsibilities as may be identified by the CEO and COO

Compensation: Up to Rs. Forty Thousand (₹40,000/-) per month (relaxation as per industry standards permissible for deserving candidates)

How to apply: Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.stpinext.in, https://pune.stpi.in or http://motion.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

Other general terms & conditions:

- The *Lab Engineer* shall report to COO or STPI Jurisdictional Director as decided by the STPI Jurisdictional Director
- Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
- Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
- Mere submission of application does not entitle candidates to be called for test and/or interview.
- STPI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- 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.
- 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.
- 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
- Any litigation will be subject to the jurisdiction of Delhi courts.
- Contract may be renewed based on performance. Work location can change based on mutual agreement

Employment Notice No. STPI/PUN/TECH/COE/MOT/2022-2023/7

Job Title	Admin Executive
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier
No. of Post	2 (Two)
Location	Pune, Maharashtra
Age limit	Below 35 years. (Relaxation permissible for deserving candidates)

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

Eligibility Criteria:

(a) Educational and other qualifications-
- *Essential:*   Graduate from a recognized university.
- *Desirable:*   Post-Graduation in Management

(b) Work Experience-
Minimum 4 years of work experience in the relevant field.

Key Skills:

- Knowledge of all domains & areas which constitute the start-up ecosystem
- Strong presentation, verbal, and written communication skills.
- Manage internal and external stakeholders effectively.
- Clearly demonstratable entrepreneurial skills and experience as an enabler for startups/Innovation ecosystem or in the role of an entrepreneur or start-up founder himself/herself.
- Knowledge of Word, Excel, PowerPoint and other productivity tools

Responsibilities:

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 *Admin Executive* shall include:

- To support incubation center's day-to-day operations
- Design, execute & support center's outreach programs, events & training activities
- Experienced in Management Reporting with hands-on exposure to MS PowerPoint, MS Excel & MS Word
- Organize training programs through workshop, mentorship, networking, seminars etc.
- Manage outreach communications, e. g. website, newsletter, social media, digital marketing, PR etc.
- Document processes, procedures, and policies of the incubator

AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India)
C/o STPI, Gala No. 6,7 & 8, Ground Floor, Electronic Sadan-III, MIDC, Bhosari, Pune-411 026

- Develop, implement new initiatives for incubation service offerings to entrepreneurs & start-ups
- Assist entrepreneurs in proposal writing, pitch deck, business development, fundraising as well as relevant linkages to established companies for business opportunities
- Develop and leverage industry, academics, investors & institutional network for the benefit of the incubation program
  - Develop & manage a network of entrepreneurs, start-ups, mentors, institutions, funding agencies, investors and industries
  - Ensure development of appropriate marketing material to promote incubated companies
  - Organize events to facilitate collaborations, technology tie-up, business development
  - Other roles and responsibilities as may be identified by the CEO and COO

Compensation: Up to Rs. Fifty Thousand (₹50,000/-) per month (relaxation as per industry standards permissible for deserving candidates)

How to apply: Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.stpinext.in, https://pune.stpi.in or http://motion.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

Other general terms & conditions:

- The *Admin Executive* shall report to COO or STPI Jurisdictional Director as decided by the STPI Jurisdictional Director
- Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
- Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
- Mere submission of application does not entitle candidates to be called for test and/or interview.
- STPI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- If a candidate is found ineligible on any grounds post his/her appointment, his/her services will be liable to be terminated without assigning any reason thereof.
- 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.

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