Employment Notice
No. STPI/HQ/PDC/07/2020-2021/202/11

MeitY Start-up Hub (MSH) is an initiative of Ministry of Electronics & IT, Government of India with mandate of bringing relevant stakeholders of innovations under common platform, interconnecting various incubator/CoEs and other startup initiatives of MeitY enabling intersection of technology and ideas, business case of start-ups, crisscrossing of technology resources etc.

STPI is the nodal agency for MSH to implement, manage and look after the activities related to incubator/CoEs and other startup activities of MeitY.

Applications are invited from eligible candidates for filling up a vacancy of **Senior Project Manager (01 no.)** The vacancy is proposed to be filled-upon contract basis for a period of three years which is likely to be extended/terminated depending upon the performance of the candidate during contract service. The appointment shall also come to end on the expiry of the project.

For detail information on eligibility criteria, how to apply, selection process, remuneration, general terms and conditions, the candidates may refer _https://recruitment.stpi.in/msh/_. Last date of receipt of application shall be 15 days from the date of publication.

Chief Administrative Officer/Registrar- STPI

Qualification, experience, job description and other terms & conditions for hiring of Senior Project Manager for MSH:

1. **Qualification, Experience, Responsibilities and Skills & Abilities for Senior Project Manager (01 no.)**

   Minimum Educational Qualifications:
   - Bachelor's degree in engineering, business, Journalism or other related & relevant discipline.

   Preferred Educational Qualifications:
   - Master's Degree in relevant subject or 2 Years PG Diploma in Management or CA or ICWA.

   Essential Experience:
   - Minimum 5 years of work experience at an angel investor/Venture capital network, accelerator/incubator, marketing consulting firm, or a startup.

   Preferential Experience:
   - Prior experience of managing communities, Relevant software certifications for creating Media collaterals & Designing and executing marketing campaigns.
   - Prior experience of Research and Data analysis, translating data points into actionable insights.
   - 3+ years' experience in Project and Program management.
   - Experience of development of content for website, social media, PR and internal documentation for internal and external stakeholders.
   - Experience in data analysis, public speaking, power point presentation preparation, and stakeholder communications.

   Skills and Abilities:
   - Excellent organizational and interpersonal skills.
   - Ability to grow in a fast-paced, ambiguous environment.
   - Curiosity and passion for startups.
   - Efficient at multitasking, goal-oriented, hard-working, positive disposition, and "can-do" attitude
   - Excellent artistic and creative design skills
   - Excellent written and oral communication skills
   - Ability to independently lead and execute projects
   - Strong excel-based financial analysis skills
   - Connects with the VC & investor community
   - Advanced Excel skills (VLookups, pivot tables, and basic formulas), Word and PowerPoint skills.

- Proven ability to work creatively and analytically in a problem-solving environment.
- Excellent written and oral communication skills
- Ability to independently lead and execute projects.
- Ability to thrive in a fast paced, dynamic start-up environment.

Roles and Responsibilities:

- Conducting of challenges/hackathons/programs for the benefit of startups in collaboration with partners
- Coordination with different stakeholders in MeitY for overall successful running and development of different modules of MSH Platform.
- Coordinating with the SAMRIDH accelerators and supporting their acceleration program and investor initiatives.
- Organizing investor pitching sessions for MSH startups Pan-India on regularly recurring basis.
- Organizing webinars and capacity building programs for the Accelerators/Incubation centres and startups.
- Leading the various research & analytics for programs of MSH to enhance its performance by ensuring research-based global benchmarking and best practices implementation.
- Assist with the evaluation and diligence of MSH startups and preparing them for investor demo days.
- Measuring, Monitoring & reporting on program performances in report and presentation formats.
- Building Pan-India MSH community of investors, service providers, mentors, and entrepreneurs.
- Developing and delivering annual MSH programs and initiatives impact assessment reports including TIDE centres, COEs, SAMRIDH Accelerators, Challenges, etc.
- Creation of brochures, Power Point presentations, marketing material, and program guides for MSH.

2. **Remuneration:** The remuneration shall be at par with industry standards during the contract period. Average monthly salary for Senior Project Manager (01 no.) is in the range of Rs. 70,000-80,000 with annual increment as per the performance.
3. **Age limit**: Less than 40 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.
4. **How to apply:** Candidates meeting the above eligibility requirements may fill up the application online available at website *https://recruitment.stpi.in/msh/* before the last date.

5. Selection process:

(i) Application received by the last date of receipt of application shall be screened. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.

(ii) After successful screening of application, the screened-in candidate shall be called for Personal Interview.

(iii) The Candidates must be accompanied with original documents in support of their candidature in original and submit photocopy of a set of testimonials duly self attested to STPI at the time of interview.

(iv) The qualification of the candidates must be from recognized University / Institution.

(v) Name of the Applicant in application form must be same as mentioned in the certificate of matric. In case the candidate has changed his name subsequent to matric, the evidence to that effect should be furnished at the time of interview.

6. Other general terms and conditions:

i. Canvassing / trying to influence STPI employees to secure the job in any manner shall disqualify the candidate.

ii. Candidates recommended by the Selection Committee shall be offered appointment.

iii. Selected candidate shall be appointed initially for three years which may be further extended based on performance of the candidate.

iv. STPI at its own discretion may remove selected candidate any time without assigning any reason thereof as per the terms and conditions of appointment.

v. No TA / DA will be provided to candidates for appearing for the interview.

vi. Applicants are advised to visit the website of STPI https://recruitment.stpi.in/msh/ for any updates.

7. Last date of receipt of applications: Last date of receipt of applications shall be 15 days from the date of publication.