Chief Operating Officer (COO): Qualification, Experience, Compensation

Name of the Post	Chief Operating Officer (COO) for STPI Centre of Entrepreneurship (CoE)
No of Post(s)	1
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier, which may be renewed based on performance subject to extension of project tenure
Location	Chennai
Age	Below 45 years (relaxation permissible for deserving candidates)

1. **Eligibility Criteria-**

a. Educational and other qualifications-

Essential: Bachelor's in Technology/ Engineering (or equivalent degree) or Master's in Technology/ Engineering/ Science or MBA from a recognized, accredited and reputed institute/university

b. Work Experience-

Minimum 8 years of overall experience in the IT industry, start-up ecosystem as co-founder/founder/CxO and/or as an enabler of Start-up, Innovation & entrepreneurship ecosystem by virtue of managing/leading/scaling reputed Innovation & start-up promoting organizations/ incubators/ accelerators/ centres-of-entrepreneurship/ entrepreneurship development cells / mentoring organization etc.

2. **Key Skills & Experience:**

i. Applicant should have Business Acumen and eye for details.
ii. Applicant must be able to clearly demonstrate entrepreneurial skills and experience as an enabler for start-ups/Innovation ecosystem or as an entrepreneur or start-up founder himself/herself.
iii. Applicant must have a detailed knowledge of all the domains & areas which constitute the start-up ecosystem.
iv. Applicant must have a clear understanding of local, national and global start-up ecosystems.
v. Applicant must possess strong presentation, verbal and written communication skills.
vi. Applicant must be able to effectively manage internal and external stakeholders.
vii. Applicant should be familiar with emerging technologies such as Artificial Intelligence, Internet of Things, Machine Learning, Analytics, Blockchain,

Health Informatics, Medical Technologies, Medical Electronics etc.

viii. Applicant with previous experience of leading an entrepreneurial and ambitious organization with demonstrable success shall be preferred.

ix. Applicant with previous experience of working at the senior level position collaborating with government departments/ agencies/ allied organizations/ Private sector/ venture Capitalists, along with demonstration of fundraising for non-profit organizations shall be preferred.

3. **Job Description-**

   a. The COO in consultation with the CEO and STPI Jurisdictional Director of the respective CoE shall develop vision, strategy and business model to achieve the objectives of the domain specific CoE.

   b. The COO will closely work with the CEO and STPI Jurisdictional Director of the respective CoE for implementation of strategy, review and plan for continuous improvement.

The COO will be required:

i. To give direction to the CoE primarily towards establishing the CoE as a key player in domain centric incubation/acceleration which includes strategy to scale, outreach activities, measure impacts, collaborate with the start-up/entrepreneur ecosystem, etc.

ii. To provide overall strategic guidance; plan, organize, manage operations, marketing; framing procedures, guidelines, best practices etc. for co-ordination, consolidation, synergy and success of CoE & incubated start-ups.

iii. To develop and deploy a process for start-up recruitment including marketing campaigns, awareness drives, outreach programs, hackathons/makeathons, open challenges etc.

iv. To identify and attract suitable start-ups/entrepreneurs.

v. Develop and manage strategic partnerships with corporates, PSUs, industry associations, research institutions and ecosystem stakeholders for execution of challenge programs, pilot deployments, Proof-of-Concepts (PoCs), procurement opportunities, co-innovation initiatives and market access for startups and MSMEs supported under the CoE.

vi. Implement strategic skilling in entrepreneurship, and technology skilling in AI, emerging technology and innovation skilling programs for startups, students, researchers and industry participants.

vii. Develop mechanisms for Intellectual Property (IP) awareness and capacity building; facilitate patent filing, trademark, copyright and design registration support; establish linkages with Technology Transfer Offices (TTOs) and support commercialization of innovations, licensing opportunities and

technology transfer initiatives for startups and MSMEs.

viii. Establish and maintain a comprehensive Monitoring & Evaluation (M&E) framework for the CoE, including periodic assessment of startup performance, milestone tracking, impact measurement, fund utilization monitoring, and portfolio review mechanisms.

ix. To nurture and facilitate the growth of start-up and help them become successful.

x. To encourage start-up to innovate, promote the culture of innovation, help them in converting ideas into products/IPs & commercialization, create significant value for start-ups, investors and incubator.

xi. To build, cultivate and strengthen collaborative relationships with Govt, industry, academia, labs, other incubators, mentors, venture capitalists, angel/seed funding institutions and other consultants in India/ abroad, service providers and other start-up ecosystem players and to interconnect incubates with them.

xii. To develop and strengthen the requisite ecosystem of entrepreneurship and Innovation as required for the CoE.

xiii. To organize demo days, seminars, training workshop and create opportunities for start-ups to access investors, industry and potential customers.

xiv. To collaborate and empanel domain specific vendors, IP firms, legal and statutory compliance vendors for access by start-ups.

xv. To create a team for smooth functioning and efficient management of the CoE operations, performing outreach and other promotional activities with the culture of entrepreneurship, openness, integrity and monitor its functioning.

xvi. To plan & execute activities within the pre-approved quarterly budget including verification & recommendation of release of capex/operating expense, ensure proper implementation and strict monitoring of annual plans, budgets and targets of the CoE.

xvii. To ensure that monthly budgets are maintained.

xviii. To identify additional revenue sources to support CoE’s sustainability.

xix. To enforce adherence to annual statutory, legal and audit compliances.

xx. To report on progress against the set objectives and business plan to CEO, project stakeholders, and relevant authorities.

xxi. To conducting periodic meetings with founders/promoters of incubatees for discussion of operational issues.
xxii. To develop a strong cadre of mentors, manage relationships with mentors & their assignment to incubates.
xxiii. To organize meetings of GC, PMG and other groups & committees as necessary.

xxiv. To conduct training of supporting staff at the CoE level.

4. **Compensation:** Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) per month or as per provisions in DPR (relaxation as per industry standards permissible for deserving candidates).
5. **Invitation of application:** Application will be invited Online.
6. **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' shortlisted candidates will be called for personal interview before the duly constituted 'Search-cum-Selection Committee' on the scheduled date & time. The committee may consider other candidates also fulfilling the eligibility as advertised.
iii. Search-cum-Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment

7. **General terms & conditions for recruitment shall include the following:**

i. The COO shall report to CEO of concerned CoE/ 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. Certificate w.r.t. educational qualifications, experience, age etc. will be uploaded by the candidates while submitting online application.
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. Any litigation will be subject to the jurisdiction of Delhi courts.

ix. 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.

x. No TA/DA will be given for appearing in the interview.

xi. Contract may be renewed based on performance. Work location can change based on mutual agreement