

COO: Qualification, Experience, Compensation

Recruitment Rules

Job Title	Chief Operating Officer for STPI CoE-EA
Nature of appointment	Contract for 5 years or co-terminus with CoE, whichever is earlier
Age	Below 45 years (relaxation permissible for deserving candidates)

Eligibility Criteria-

(a) Educational and other qualifications-

- Essential:

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

- Desirable:

An MBA part time/full time from a recognized, accredited and reputed institute/ university.

(b) Work Experience-

- Essential:

CoE-EA is looking to hire an individual with impeccable track record with minimum 8 years of overall experience in the IT industry, start-up ecosystem as co-founder/founder/COO 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-excellence/ excellence development cells / mentoring organization etc

Key Skills & Experience:

- Applicant should have Business Acumen and eye for details.
- 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.
- Applicant must have a detailed knowledge of all the domains & areas which constitute the start-up ecosystem.
- Applicant must have a clear understanding of local, national and global start-up ecosystems.
- Applicant must possess strong presentation, verbal and written communication skills.
- Applicant must be able to effectively manage internal and external stakeholders.

- Applicant should be familiar with emerging technologies such as Artificial Intelligence, Internet of Things, Machine Learning, Analytics, Block chain, Health Informatics etc.
- Applicant with previous experience of leading an entrepreneurial and ambitious organization with demonstrable success shall be preferred.
- 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.

Job Description-

- The COO in consultation with STPI Jurisdictional Director of CoE-EA shall develop vision, strategy and business model to achieve the objectives of the domain specific CoE being established by STPI and implemented by CoE-EA.
- The COO will closely work with the STPI Jurisdictional Director of the CoE-EA for implementation of strategy, review and plan for continuous improvement.

The COO will be required:

- To give direction primarily towards establishing the CoE-EA 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.
- 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.
- To develop and deploy a process for start-up recruitment including marketing campaigns, awareness drives, outreach programs, hackathons/makeathons, open challenges etc.
- To identify and attract suitable start-ups/entrepreneurs.
- To nurture and facilitate the growth of start-up and help them become successful.
- 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.
- 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.
- To develop and strengthen the requisite ecosystem of entrepreneurship and Innovation as required for the CoE.

- To organize demo days, seminars, training workshop and create opportunities for start-ups to access investors, industry and potential customers
- To collaborate and empanel domain specific vendors, IP firms, legal and statutory compliance vendors for access by start-ups
- 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.
- To plan & execute activities within the pre-approved quarterly budget including verification & recommendation of release of capex/opex, ensure proper implementation and strict monitoring of annual plans, budgets and targets of the CoE.
- To ensure that monthly budgets are maintained.
- To identify additional revenue sources to support CoE's sustainability.
- To enforce adherence to annual statutory, legal and audit compliances.
- To report on progress against the set objectives and business plan to CEO, project stakeholders, and relevant authorities.
- To conduct periodic meetings with founders/promoters of start-ups for discussion of operational issues.
- To develop a strong cadre of mentors, manage relationships with mentors & their assignment to incubates
- To organize meetings of GC, PMG and other groups & committees as necessary

Compensation: Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) per month (relaxation as per industry standards permissible for deserving candidates).

Invitation of application: Application will be invited Online.

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 '**Selection Committee**' on the scheduled date & time.

(iii) Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment.

Screening Committee:

The Screening Committee may include the following officers:

- 1) Two officers from concerned CoE location
- 2) Two officers from Delhi office

Selection Committee:

The Selection Committee may include the following officers:

- 1) Chairman STPINEXT
- 2) Executive Chairman, STPINEXT
- 3) Jurisdictional Director of STPI CoE-EA
- 4) CEO, STPINEXT
- 4) Chief Mentor(s) of CoE-EA
- 5) Other invitee(s), if required.

General terms & conditions for recruitment shall include the following:

- i The COO shall report to 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.

Job Title	Incubation Manager
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier
Age limit	Below 35 years. (relaxation permissible for deserving candidates)

Eligibility Criteria-

(a) Educational and other qualifications-

- Essential: Graduate from a recognized university.
- Desirable: Post-Graduation in Management

(b) Work Experience-

5+ years of work experience including minimum 3 years of experience in incubation management & Incubation Ecosystem, demonstrating 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, angel investors etc.

Key Skills:

- Knowledge of all domains & areas which constitute the start-up ecosystem
- Understanding of the latest technology and product landscape.
- Strong presentation, verbal and written communication skills.
- Manage internal and external stakeholders effectively.
- Clearly demonstrable entrepreneurial skills and experience as an enabler for start-ups/Innovation ecosystem or in the role of an entrepreneur or start-up founder himself/herself.
- 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 Incubation Manager shall include:

- To manage and run day-to-day operations of CoE.
- Work closely with the COO to design, develop and run various CoE activities & develop vision, strategy and business model to achieve the objectives.
- Develop and execute strategy for COO for implementation, 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 Start-ups and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, marketing, financing, fundraising, overall strategy, operations etc.

- Have good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- Organize demo days, seminars, training workshop, mentoring sessions with start-ups.
- Enhance CoE's 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.

Compensation:

Rs. 75,000/-(Rupees Seventy Five Thousand Only) per month (relaxation as per industry standards permissible for deserving candidates).

Mode of receiving applications: Applications shall be invited Online.

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.

Screening Committee:

The Screening Committee may include the following officers:

- 1) COO of the concerned CoE.
- 2) Two officers from concerned CoE location
- 3) Two officers from Delhi office

Selection Committee:

The Selection Committee may include the following officers:

- 1) Jurisdictional Director of STPI
- 2) CEO, STPINEXT
- 3) Chief Mentor CoE-EA
- 4) COO CoE-EA
- 5) Representative/Representatives from Industry/Industry Association/Business Partner/Member of PMG.
- 6) Other invitee, if required.

General terms & conditions:

- i The IM 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.

Job Title	Incubation Executive(Admin & finance)
Nature of appointment	Contract for 4 years or co-terminus with CoE-EA, whichever is earlier
Age limit	Below 35 years. (relaxation permissible for deserving candidates)

Eligibility Criteria-

(a) Educational and other qualifications-

- Essential: Graduate from a recognized university.
- Desirable: Post-Graduation

(b) Work Experience-

Should have 4 to 6 Years of experience in Finance and Accountancy and experience preferably in Personnel/ Administration/ Vigilance in incubation management & Incubation Ecosystem.

Key Skills:

Previous experience of leading an ambitious organization with demonstrable success. Shall possess strong verbal and written communication skills. Effectively manage internal and external stakeholders.

Job Description-

Selected candidate shall be part of the Core Team of CoE-EA and would be responsible for the administrative and finance related works of the CoE. The duties & responsibilities of Incubation Manager shall include:

- Maintenance of Books of Accounts.
- Receipts of various services.
- Payment to various service providers/contractors etc.
- Operation of Bank Accounts:
 - Operation of Receipt/Payment Account
 - Liaison with bank for any other day to day work.
- Statement of Fund Management and Cash flow.
- Preparation Budget.
- Tax Matters:
 - Income Tax on Salaries.
 - Tax deducted at source on payment.
 - TDS recoverable a/c.
 - Goods & Service Tax.
 - Filing of returns like Income Tax, GST etc.,
- Finalization of Accounts - Internal Audit & statutory Audit.
- Co- ordination with other groups in financial matters.
- Co-ordination with other group for GC/ECOD/SEB/visit of Parliament delegation etc.
- Service agreement for various services.

- Co-ordination on all issues and queries related to Finance.
- Process owner for budgeting and accounting of services.
- Additional duties as and when assigned.
- Knowledge of Word, Excel, PowerPoint and other productivity tools.
- Provide information for management reporting and prepare reports as necessary.
- To manage and run day-to-day operations of CoE-EA
- Preparing Monthly /Quarterly /Annual Performance reports.
- Maintenance of Assets of the CoE-EA.
- Proposing orders for recruitment, relieving, release of Office Orders,
- Pay Fixation – Propose note for release of Office Orders.
- Annual Performance & Appraisal Report.
- Report of grievance, CAT and Legal on monthly/quarterly basis.
- Procurement of equipment.
- External queries / Committee – Proposing a suitable reply for the query with the approval of CA.
- Preparation of Management Reports / Presentations.
- Preparation of Annual Budget
- Any other activities assigned related to Administration.
- Provide information for management reporting and prepare reports as necessary.

Compensation:

Rs. 50,000/-(Rupees Fifty Thousand only) per month (relaxation as per industry standards permissible for deserving candidates).

Mode of receiving applications: Applications shall be invited Online.

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.

Screening Committee:

The Screening Committee may include the following officers:

- 1) COO of the concerned CoE.
- 2) Two officers from concerned CoE location
- 3) Two officers from Delhi office

Selection Committee:

The Selection Committee may include the following officers:

- 1) Jurisdictional Director of STPI

- 2) CEO, STPINEXT
- 3) Chief Mentor CoE-EA
- 4) COO CoE-EA
- 5) Representative/Representatives from Industry/Industry Association/Business Partner/Member of PMG.
- 6) Other invitee, if required.

General terms & conditions:

- i The Finance Executive shall report to Head of CoE-EA 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 and 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.