



AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India)

C/o STPI, 1st Floor, Plate-B, Office Block-1 East Kidwai Nagar, New Delhi

URL: www.stpinext.in, www.stpi.in



Ref. No. STPI/PUN/TECH/COE/NERV/2026-2027/1

Date: 06.08.2026

EMPLOYMENT NOTICE

Applications are invited online from the eligible candidates for the position of **Chief Operating Officer (COO), Incubation Manager (IM), Assistant Incubation Manager (AIM) & Executive (Finance & Admin)** for NERVE - A CoE in NextGen Intelligent Solutions For Core Sector at Nagpur. The vacancy is proposed to be filled-up purely on contract basis for a period of **three years** or co-terminus with CoE, whichever is earlier, which may be renewed based on performance subject to validity of project tenure.

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



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COO: Qualification, Experience, Compensation

Name of the Post	Chief Operating Officer (COO)
No. of Post (s)	01
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
No. of Post	1 (One)
Location	Nagpur, Maharashtra
Age Limit	Below 45 years (relaxation permissible for deserving candidates)

Eligibility Criteria-

(a) Educational and other qualifications-

Essential:

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

(b) Work Experience-

Essential:

AIC STPINEXT INITIATIVES 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/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

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 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 being established by STPI and implemented by AIC STPINEXT INITIATIVES.
- 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:



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- 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.
- 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.
- 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.
- Implement strategic skilling in entrepreneurship, and technology skilling in AI, emerging technology and innovation skilling programs for startups, students, researchers and industry participants.
- 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.
- 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.
- 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/operating expense, 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 conducting periodic meetings with founders/promoters of incubatees 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
- To conduct training of supporting staff at the CoE level.



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Compensation:

Rs. 1,50,000 (One Lakh Fifty Thousand Rupees) (relaxation as per industry standards permissible for deserving candidates) subjected to provisions in DPR.

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 '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.

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.



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Incubation Manager: Qualification, Experience, Compensation

Job Title	Incubation Manager (IM)
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
No. of Post	1 (One)
Location	Nagpur, Maharashtra
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 a minimum of 3 years of experience in incubation management & the startup/incubation ecosystem or the Information Technology (IT) sector. Candidates should demonstrate the ability to cultivate, build, and maintain strong working relationships with startups, entrepreneurs, mentors, universities, research institutions, industry experts, industry associations, chambers of commerce & industry, State & Central Government agencies, angel investors, and other ecosystem stakeholders.

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 demonstratable 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 HoC/CEO/COO to design, develop and run various CoE activities & develop vision, strategy and business model to achieve the objectives.
- Develop and execute strategy for CEO/COO for implementation, review, outreach, scouting, evaluating, selection and on-boarding of quality and innovative start-ups and plan for continuous improvement.
- Manage the startup portfolio and monitor startup performance, milestones, growth and impact indicators.
- Coordinate startup evaluation, screening and due diligence processes for incubation and acceleration programs.
- Track Technology Readiness Level (TRL) progression and support commercialization and market adoption of startup solutions.
- Enable startup access to AI infrastructure, compute resources, laboratories, testbeds, datasets and other technical facilities required for innovation and product development.



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- Coordinate investor readiness activities including pitch reviews, financial planning support, investment documentation and interactions with angel investors, venture capital firms and funding agencies.
- Coordinate with corporates, PSUs, industry associations, research institutions and ecosystem stakeholders for execution of challenge programs, pilot deployments, Proof-of-Concepts (PoCs), market access initiatives and other startup support activities approved by the CoE.
- Plan, coordinate and facilitate entrepreneurship, AI, emerging technology and innovation-focused training, mentoring and capacity-building programs for startups, students, researchers and other stakeholders.
- Manage the day to-day interaction with the Start-ups/Incubatees 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 per month (Seventy Five Thousand Rupees) (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.

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.



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(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) 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.



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Assistant Incubation Manager: Qualification, Experience, Compensation

Job Title	Assistant Incubation Manager (AIM)
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
No. of Post	1 (One)
Location	Nagpur, Maharashtra
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-

Minimum 4 years of work experience including minimum 2 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
- Strong presentation, verbal and written communication skills.
- Manage internal and external stakeholders effectively.
- Clearly demonstratable 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 Assistant Incubation Manager 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
- Develop, implement new initiatives for incubation service offerings to entrepreneurs & startups
- 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



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- 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:

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

Mode of receiving applications:

Applications shall be invited Online.

Selection process:

- 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.
- The 'screened-in/' candidates will be called for personal interview before the duly constituted 'Selection Committee' on the scheduled date & time.
- Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment.

General terms & conditions:

- The selected candidate 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.
- No TA/DA will be given for appearing in the interview.
- Contract may be renewed based on performance. Work location can change based on mutual agreement.



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Executive (Finance & Admin): Qualification, Experience, Compensation

Job Title	Executive (Finance & Admin)
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
No. of Post	1 (One)
Location	STPI Pune, Maharashtra
Age limit	Below 35 years. (relaxation permissible for deserving candidates)

Eligibility Criteria-

(a) Educational and other qualifications-

Essential:

MBA (Finance) and/or Graduate in Science/Commerce from a recognized university.

Desirable:

Professional Certification in CA/ICWA/Inter Qualified

(b) Work Experience-

Minimum 2 years of work experience for MBA/ Minimum 4 years of work experience for Graduate of overall experience in Accounting & Administration with the responsibilities of financial management ranging from simple accounting to broad investment and banking operations and must also have fair knowledge of productivity tools and digital technologies.

Key Skills:

- Understanding of Accounting and Administration landscape.
- Manage internal and external stakeholders effectively.
- Knowledge of Tally, MS Office (Excel, Word, PowerPoint) and other productivity tools.
- Well versed with the emerging technologies in IT and Computer industry.

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 candidate shall include:

(a) Accounting responsibilities:

1. Oversee bookkeeping, journal entries, and ledger scrutiny to ensure accuracy and completeness
2. Safe custody/keeping and accounting of funds allocated to the centre.
3. Preparing budgetary estimates and taking approval as per the policy.
4. Ensure tax compliances as per current and prevailing regulatory provisions.
5. Preparing/help start-ups in preparing the balance sheet.
6. Safe custody of bills, invoices & Payment vouchers
7. Handling Business Banking responsibilities of the centre.
8. Preparing/Help start-ups in preparing Financial Projections for the purpose of valuation.
9. Financial analysis and forecasting.
10. Develop vision, strategy and business model to achieve the objectives of the domain specific CoE being established by STPI and implemented by AIC STPI Next Initiatives in consultation with the COO and the Jurisdictional STPI Director of the respective CoE.
11. Work closely with the COO and Jurisdictional STPI Director of respective CoE and report to the COO/CEO for implementation of financial strategy, review and plan for continuous improvement.
12. Any other job as may be assigned from time to time.



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(b) Administrative Responsibilities:

1. Manage day-to-day operations of the centres under leadership of the COO
2. Hire and manage temporary staff as per requirements.
3. Make administrative arrangements for on boarding of start-ups and visit of dignitaries.
4. Make administrative arrangement for conduct of online/ onsite training programme as per the directives of the COO.

Compensation:

Rs. 40,000 per month (Forty Thousand Rupees) (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.

General terms & conditions:

- (i) The selected candidate 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) 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.