

AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India)
C/o STPI, Ganga Software Technology Complex, Sector-29, Noida-201303



Employment Notice No. STPI/NOI/TECH/COE/EPD/2022-2023/5

Date: 08.07.2024

Job Title	Chief Operating Officer (COO) for Electropreneur Park 2.0 (A CoE in ESDM domain)
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
Location	Delhi
Age Limit	Below 45 years (relaxation permissible for deserving candidates)

Last date of receipt of applications: Within 20 days of publication of advertisement.

Eligibility Criteria-

(a) Educational and other qualifications-

- **Essential:**

Bachelor 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/Electronics 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:

- Applicant should have Business Acumen and eye for details.
- Applicant must be able to clearly demonstrate entrepreneurial skills and experience as an enabler for startups/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.

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- Applicant should be familiar with Electronics System Design and Manufacturing (ESDM) and other emerging technologies such as Artificial Intelligence, Internet of Things, Machine Learning, Analytics, Block chain, Health Informatics, Medical Technologies, Medical Electronics 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:

- 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.
- 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.

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- 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
- Other roles and responsibilities as may be identified by the Competent Authority.

Compensation: ₹ 1,50,000/- (Rupees One-Lakh Fifty Thousand only) 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 or <https://noida.stpi.in> or <https://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'/shortlisted candidates will be called for personal interview before the duly constituted '**Search-cum-Selection Committee**' on the scheduled date & time.

(iii) Search-cum-Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment. The committee may consider other candidates also fulfilling the eligibility as advertised.

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 requirement.

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Employment Notice No. STPI/NOI/TECH/COE/EPD/2022-2023/5

Date: 08.07.2024

Job Title	Incubation Manager (IM) for Electropreneur Park 2.0 (A CoE in ESDM domain)
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier
No. of Post	1 (One)
Location	Delhi
Age limit	Below 35 years. (Relaxation permissible for deserving candidates)

Last date of receipt of applications: Within 20 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-

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.

(C) 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.

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- 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 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: ₹ 50,000/- (Rupees fifty thousand only) 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 or <https://noida.stpi.in> or <https://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.

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General terms & conditions for recruitment shall include the following:

- i. The Incubation Manager 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 requirement

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Employment Notice No. STPI/NOI/TECH/COE/EPD/2022-2023/5

Date: 08.07.2024

Job Title	Administration Executive (AE) for Electropreneur Park 2.0 (A CoE in ESDM domain)
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier
No. of Post	2 (Two)
Location	Delhi
Age limit	Below 42 years. (Relaxation permissible for deserving candidates)

Last date of receipt of applications: Within 20 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 5 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 demonstrable 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 **Administration Executive** shall include:

- Document processes, procedures, and policies of the incubator and maintain office records
- Develop and leverage industry, academics, investors & institutional network for the benefit of the incubation and other programs of CoE
- 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

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- 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
- Manage outreach communications, e. g. website, newsletter, social media, digital marketing, PR etc.
- Co-ordinate and Organize training programs through workshop, mentorship, networking, seminars etc.
- Co-ordinate and conduct for various events of the CoE
- Other roles and responsibilities as may be identified by the CEO and COO

Compensation: ₹ 50,000/- (Rupees fifty thousand only) per month (Higher remuneration may, however, be considered 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 or <https://noida.stpi.in> or <https://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

General terms & conditions for recruitment shall include the following:

- (i) The Administration Executive 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 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.

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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, academics & 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 requirement.

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Employment Notice No. STPI/NOI/TECH/COE/EPD/2022-2023/5

Date: 08.07.2024

Job Title	Lab Engineer
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier
No. of Post	1 (One)
Location	Delhi
Age limit	Below 35 years. (Relaxation permissible for deserving candidates)

Last date of receipt of applications: Within 20 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 and possess working knowledge any of the development tools like OrcadPspice/Mentor Graphics, Labview NI, IAR embedded etc.
- 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, ESDM development tools and software
- Ensuring optimum utilization and careful handling of all the available instruments, components & tools

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- 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 mentors / technical specialist from various technical 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 ESDM 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: ₹ 50,000/- (Rupees fifty thousand only) 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 or <https://noida.stpi.in> or <https://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

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General terms & conditions for recruitment shall include the following:

- (i) The **Lab Engineer** 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 requirement

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Employment Notice No. STPI/NOI/TECH/COE/EPD/2022-2023/5

Date: 08.07.2024

Job Title	Finance Executive for Electropreneur Park 2.0 (A CoE in ESDM domain)
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier
No. of Post	1 (One)
Location	Delhi
Age limit	Below 35 years. (Relaxation permissible for deserving candidates)

Last date of receipt of applications: Within 20 days of publication of advertisement.

Eligibility Criteria-

(a) Educational and other qualifications-

- Essential: Graduate from a recognized university.
- Desirable: Post-Graduation in Commerce or MBA (Finance) or equivalent

(b) Work Experience -

Should have 3 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.
- Ability to effectively manage internal and external stakeholders.
- Working knowledge of tally and other accounting software

Job Description:-

Selected candidate shall be part of the Core Team of CoE and would be responsible for the finance related works of the CoE. The duties & responsibilities of finance executives shall include but not limited to:

- Maintenance of Books of Accounts.
- Receipts of various services.
- Payment to various service providers/contractors etc.
- Operation of Bank Accounts:

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- o Operation of Receipt/Payment Account
 - o Liaison with bank for any other day to day work.
- Statement of Fund Management and Cash flow.
- Tax Matters:
 - o Income Tax on Salaries.
 - o Tax deducted at source on payment.
 - o TDS recoverable a/c.
 - o Goods & Service Tax.
 - o Filing of returns like Income Tax, GST etc.,
- Finalization of Accounts - Internal Audit & statutory Audit.
- Co-ordination with other groups in financial matters.
- Service agreement for various services.
- Co-ordination on all issues and queries related to Finance.
- Process owner for budgeting and accounting of services.
- 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
- Preparing Monthly /Quarterly /Annual Performance reports.
- Maintenance records of Assets of the CoE
- Preparation of Management Reports / Presentations.
- Preparation of Annual Budget
- Provide information for management reporting and prepare reports as necessary.
- Additional duties as and when assigned.

Compensation: ₹40,000/- (Rupees forty thousand only) 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 or <https://noida.stpi.in> or <https://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.

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General terms & conditions for recruitment shall include the following:

- (i) The Finance Executive shall report to Head of CoE 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 requirement.