

Incubation Manager & Incubation Executive for Neuron, a CoE in AI, DA, IoT and AVG



Job Title: Incubation Manager

Location: Mohali, Punjab

No. of Posts: 1

Start date of receipt of applications: 7th July 2021.

Last date of receipt of applications: 28th July 2021.

Nature of Appointment: The vacancy is proposed to be filled-up purely on contract basis for a period of three years which will be renewed on performance basis every year. The appointment shall come to end on the expiry of the contract period.

Age limit: Less than 45 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.

Eligibility Criteria-

(a) Educational and other qualifications-

- **Essential:** Graduation.
- **Preferrable:** Post Graduation in Management or Mass Communication would be preferable.

(b) Work Experience-

- **Essential:** AIC STPINEXT INITIATIVES is looking to hire an individual with impeccable track record with 2+ years of experience in management, client building, engagement with consumers and managing operations. Experience in diversified roles would be preferred.
- Demonstrated 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, and angel investors.

Job Description-

- This role requires the candidate to be a champion at Customer relationship building and continuous engagement, community building besides standard responsibilities of a business manager. The candidate shall be reporting to the COO Neuron and shall be responsible for smooth functioning of Centre. The candidate must have strong communication skills – written and spoken; and fair knowledge of productivity tools and digital technologies to perform assigned roles & responsibilities.

Roles and Responsibilities:

- Designing & managing Incubation and Acceleration programs
- Provide high-quality coaching and advisory support to entrepreneurs.
- Good understanding of the entrepreneurship ecosystem.
- Qualify and evaluate applicants for creativity, innovation, acceleration and investment stage.
- Manage the day- to- day interaction with the Incubatees
- Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage.
- Ensure tight management of milestones and progress of entrepreneurs and start-up companies;
- Support start-ups for fundraising activity.
- Provide continued support to entrepreneurs, through Neuron framework, in areas such as business modeling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
- Be the switchboard for entrepreneurs to access relevant resources and connections

Key Skills:

- Empathetic people manager, a trusted advisor to the team.

- Enjoys working with startups and helping them succeed.
- Strong attention to detail.
- Proven track record of creating and executing integrated marketing lead generation campaigns using tactics that include live and/or virtual events, webinars, lead nurture programs, and CRM/sales insights.
- Track record of developing and managing multiple marketing programs simultaneously.
- Comfortable working in a matrixed organization, with the ability to build relationships with stakeholders and cross-functional teams.

Compensation: Fixed and consolidated salary of Rs. 50,000/- (Rupees Fifty Thousand Only) per month. For deserving candidates, the consolidated salary as per industry standards, may be negotiated.

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://neuron.stpi.in/>

Selection process:

- I. Applications received by the last date shall be screened by a duly constituted Committee. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.
- II. The 'screened-in' candidates shall be called for Personal Interview (or through Video Conferencing).
- III. The Candidates, at the time of personal interview, must bring their original documents for verification and one set of duly self-attested photocopies of those documents.
- IV. The Name of the Applicant in application form must be same as mentioned in the certificate of matriculation. In case the candidate has changed his name subsequent to matriculation, the evidence to that effect should be furnished at the time of interview.

Other general terms & conditions:

- I. Canvassing in any form will be treated as disqualification. Any candidate found canvassing for his candidature will be summarily disqualified.
- II. Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).

- III. Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for test and/or interview.
- IV. Candidates are advised to upload certificate of their age, educational qualifications, experience etc. while submitting online applications.
- V. In case any candidate found ineligible on any ground after his appointment, his service will be terminated immediately without assigning any reason thereof.
- VI. Candidates recommended by the Selection Committee shall be offered the appointment.
- VII. Candidates are warned that they should not furnish any false information or submit any document which is defective or fabricated or otherwise commit any act of misconduct in submitting the application form or during the course of recruitment. In case any such case is detected at any stage, the company reserves the right to stop/cancel selection/appointment and take other legal action, as appropriate, against such candidate.
- VIII. Any litigation will be subject to the jurisdiction of Delhi courts.
- IX. No TA/DA will be given for appearing interview.

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Age limit: Less than 45 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.

Eligibility Criteria-

(a) Educational and other qualifications-

- **Essential:** Graduate.
- **Preferable :** Engineering or Management

(b) Work Experience-

AIC STPINEXT INITIATIVES is looking to hire an individual with impeccable track record and preferably 1+ years of experience in coordination and communication with different stakeholders.

Job Description-

- This role requires the candidate to be a champion at Customer relationship building and continuous engagement, community building besides standard responsibilities of a business manager. The candidate shall be reporting to the COO Neuron and shall be responsible for smooth functioning of Centre. The candidate must have strong

communication skills – written and spoken; and fair knowledge of productivity tools and digital technologies to perform assigned roles & responsibilities.

Roles and Responsibilities:

- To support Neuron center's day-to-day operations
- Design, execute, support & implement center's outreach programs, events & training activities
- Manage Neuron's administrative & operative functions
- Manage outreach communications, e.g. website, newsletter, social media, digital marketing, PR etc.
- Instinct for entrepreneur's growth drivers; understanding of integrated marketing communications, public relations, emerging media, marketing, branding.
- Develop processes, procedures, and policies of the incubator and manage day- today activities.

Compensation: Fixed and consolidated salary of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) per month. For deserving candidates, the consolidated salary as per industry standards, may be negotiated.

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://neuron.stpi.in/>

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