



## AIC STPINEXT INITIATIVES

A Section 8 Company incorporated by



Plate B, First Floor, Office Block-1, East Kidwai Nagar, New Delhi – 110023  
Tel: +91-11-24628081 | URL: [www.stpinext.in](http://www.stpinext.in)

### Advt. Ref. 3/4(2)/2019-STPINEXT

#### Walk-in Interview

AIC STPINEXT INITIATIVES is a Section 8 company incorporated by STPI under Companies Act, 2013 to set up and implement the Atal Incubation Centre (AIC) as per the guidelines issued by Atal Innovation Mission, NITI Aayog with an objective of supporting innovative technology-based startup enterprises in India. Presently the company is having its' offices at Delhi and Bengaluru. To handle day to day activities of the company, STPINEXT is looking for the experienced professionals/experts for the following positions:

- |     |   |    |
|-----|---|----|
| i.  | Assistant Manager (Finance)               | 01 |
| ii. | Assistant Manager (Strategy & Operations) | 01 |

Eligible candidates may attend the walk-in-interview for the above positions on 04<sup>th</sup> March, 2020 (Wednesday) at 10:30 AM at STPI-HQ, Plate-B, First Floor, Office Block 1, East Kidwai Nagar, New Delhi -110023. The above positions are proposed to be filled up purely on contract basis for a period of three years initially and can be extended on requirement & performance. For detailed information, the candidates shall visit the website [www.stpinext.in](http://www.stpinext.in). or [www.stpi.in](http://www.stpi.in).



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### WALK-IN-INTERVIEW

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To handle day to day activities of the company, STPINEXT is looking for the experience professionals/experts purely on temporary & contract basis for the position of Assistant Manager-Finance (01 nos) and Assistant Manager-Operations (01 nos) via walk-in-interview to be held on 04<sup>th</sup> March, 2020 (Wednesday) at 10:30 AM at STPI-HQ, Office Block 1, First Floor, East Kidwai Nagar, New Delhi -110023

#### **1. Assistant Manager-Finance**

- a. Number of Post: 1
- b. Age Limit (Max): 35
- c. Minimum Required Qualification: Post graduate degree in Commerce.
- d. Experience: Minimum 8 years of experience in project handling, finance and accounts, market outreach, coordination, consolidation.
- e. Monthly Remuneration: ₹ 60,000/- to ₹ 80,000/- per month (Consolidated). Perks applicable as per the company policy from time to time. The remuneration may vary based on the qualification & experience of the individual.
- f. Scope of Work/ Job Responsibility: A result oriented professional with a proven experience in handling the financial aspects of initiatives undertaken by STPINEXT including and not limited to handling general accounting, posting journal entries (as applicable), ensuring month-end/quarter-end/year-end closures and associated reporting, bank reconciliation, matters pertaining to Income Tax, GST filling, statutory filling, preparation of budgetary estimates and financial statements & other admin related task.
- g. Period of Contract: Initially for 3 years which may be extended further, based upon the performance of the candidate and on mutual consent.

#### **2. Assistant Manager - Strategy & Operations**

- a. Number of Posts: 1
- b. Age Limit (Max): 35

- c. Minimum Required Qualification: Graduation Degree in any discipline
- d. Experience: Minimum 4 years of experience in incubation management, IP commercialization, Coordination and execution of incubation programs, Business development or strategic advisor to businesses/Incubators, associate marketing and development of the business / technology Incubator.
- e. Monthly Remuneration: ₹ 60,000/- to ₹ 80,000/- per month (Consolidated). Perks applicable as per the company policy from time to time. The remuneration may vary based on the qualification & experience of the individual.
- f. Scope of Work/ Job Responsibility: A result oriented professional with a proven experience in handling the overall planning of activities and operations of the incubation, screening of proposals, Research, Patent landscaping, working with entrepreneurs for their proposals, coordination in organising various workshops/events/webinars, creating a mentor network for the incubator.
- h. Period of Contract: Initially for 3 years which may be extended further, based upon the performance of the candidate and on mutual consent.

The document verification will be done from 10:00 AM. Therefore applicants are requested to bring the following documents:

1. An application on a plain paper along with duly signed latest resume and 2 nos. Of passport size photo.
2. Self attested copies of certificates in regard to age, qualification, experience and photo identification documents issued by any Govt. Authority (e.g. Pan Card, Passport, Election Photo Identity Card, Aadhar Card etc.)
3. No TA/DA will be given.