No. SNXT/EPD/TECH/COE/EPD/2024-2025/1-Part(2)   **Date:10.12.2025**

EMPLOYMENT NOTICE

Applications are invited online from the eligible candidates for the position of **Incubation Manager** for Electeropreneur Park 2.0 which is a Centre of Entrepreneurship (CoE) in Electronics Sytem Design and Manufacturing (ESDM). 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 valitidty of project tenure.

For detailed information and to submit online applications for the aforementioned positions, interested applicants may visit the website of the company www.stpinext.in or https://noida.stpi.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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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 21 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.

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 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:
In the range of Rs. 50,000 to Rs. 75,000 per month (relaxation as per industry standards permissible for deserving candidates).

Mode of receiving applications: Applications shall be invited Online.