



TAMIL NADU STARTUP AND INNOVATION MISSION (StartupTN)

(A Section 8, Company under the MSME Department, Government of Tamil Nadu)

Tamil Nadu Startup and Innovation Mission (StartupTN)

The goal of Tamil Nadu Startup and Innovation Mission (StartupTN) is to create a conducive startup and innovation ecosystem in Tamil Nadu, which will make the State a leading global destination for startups. StartupTN engages in various activities such as fostering innovation, encouraging investments in R&D, providing infrastructure support, generating knowledge, developing technology and skilled manpower. These efforts result in the growth of high-potential entrepreneurial ventures across different sectors, ranging from agriculture, manufacturing, healthcare, education, logistics, social sector, urban development, environment, to Fintech and ICT. StartupTN has also launched numerous high impact initiatives to assist and empower startups in the State.

Call for applications for Head - Incubation in StartupTN

StartupTN is accepting applications for the position outlined below from eligible candidates on a fixed-term contract basis. The contract will be for three years, subject to performance evaluation, and may be renewed annually based on the candidate's satisfactory performance for up to three years. The management of StartupTN may decide to extend the contract for an additional period.

| | |
|---------------------------|--|
| Number of Position | 01 |
| Age limit | Less than 55 years as on the date of publication of this notification. |
| Location | Chennai, Tamil Nadu |
| Remuneration | Negotiable and will be based on the professional competence and experience of the candidate. |

Job Summary

StartupTN is seeking a highly motivated and experienced Head - Incubation to oversee the daily operations of their Startup Incubation Unit. The

Incubation unit will have two major responsibilities. First, to operate incubation spaces on subsidised models as well as financially sustainable models through providing affordable spaces for Startups to innovate and grow. Second, will be to design and run incubation programs for various categories of Startups. The Head - Incubation will be part of the leadership team and shall report to the Mission Director & CEO of StartupTN.

Experience & Skills

Mandatory

- At least 15 years of professional experience in senior positions in technology corporations, consultancy firms, startup incubators or organisations promoting tech or tech enabled-innovation.
- Proven track record of leadership experience in managing a team responsible for mentorship or incubation or corporate engagement or skill development or industry-academia collaboration.
- A track record of successfully engaging with various relevant ecosystem stakeholders, demonstrating the ability to tap these stakeholders for driving innovation and growth.

Desirable

- Experience in a senior role from a reputed incubation or innovation centric organisation.
- Experience in nurturing new organisations or establishing new wings /units of established organisations.

Job Description

- Meticulously plan and execute the design and operation of co-working and incubation modules.
- Create impactful marketing campaigns that yield quantifiable outcomes to promote incubation spaces and take efforts to actively reach out to prospective clients and offer any unoccupied spaces for rent within the premises.
- Developing and administering business incubation programmes.
- Administering application, approval and admission processes for potential startups and coordinating services for business incubation.
- Managing the operations, negotiating, processing and administering various agreements and MoUs with clients and other stakeholder organisations.
- Coordinating startup Incubation programs and working closely with the internal teams to provide support services and seek innovative funding

mechanisms for startups.

- Advising on business development, strategic planning, marketing and other areas; monitoring progress toward business goals; developing training; researching and developing new programs and special projects.
- Managing the day-to-day interaction with incubatees and providing continued strategic guidance to entrepreneurs in areas such as business modelling, sales and marketing, financing, fundraising, overall strategy and operations.
- Conducting community outreach programs to onboard new startups, mentors, and strategic partners; organising special events; making presentations to a variety of community organisations, conferences, and workshops; meeting with business and stakeholders to promote business incubation initiatives.
- Developing and implementing a strategic plan with a clear focus on outcome based metrics.
- Forging and managing relationships with large corporations and connecting with startups for collaboration.
- Researching, developing, analysing and sourcing startups for problem statements of the corporations.

Application

Candidates who are interested in the position may submit their application online at <https://bit.ly/stnihead> using the format provided in Annexure I of this notification. No registration or application fee is required. The deadline for receiving applications is 26th May, 2023 by 17.00 hrs.

Recruitment Process

Candidates will be evaluated and shortlisted based on their qualification and relevant experience. Shortlisted candidates will be required to submit their qualification and experience certificates. They will be invited for an interview in Chennai, which will be conducted in English. Interview details will be communicated to the shortlisted candidates via email. Though the interview will be offline, in exceptional cases it may be conducted online.

Documents to be Submitted

1. When submitting online application form:

Accepted photo identification proof must clearly display the candidate's photo. Only Aadhar Card, Passport, Elector's Photo ID Card, PAN Card or Driving License will be accepted. Any other ID cards will not be accepted as photo identification proof.

2. Shortlisted candidates (to be submitted in PDF format within 2 days from the date of request):

- A. The candidate must provide an experience certificate.
- B. Other relevant documents that support the candidate's eligibility or provide evidence of their past work (such as write-ups, proposals, etc.) must be submitted.

3. List of original documents to be produced at the time of interview (as applicable):

- A. Valid interview Call Letter and application form.
- B. Date of Birth (DOB) proof such as Birth Certificate issued by the competent Municipal authorities or SSLC/X std certificate with the DOB on it.
- C. Photo identity proof with the candidate's photo clearly visible. Only Aadhar Card, Passport, Elector's Photo ID Card, PAN Card or Driving License will be accepted. Any other ID cards will not be accepted as photo identification proof.
- D. Experience certificate.
- E. Relevant documents that support the candidate's eligibility or provide evidence of their past work (such as write-ups, proposals, etc.).

Note: Failure to submit the required certificates/documents at the time of the interview will disqualify the candidate from further participation in the recruitment process. The issuance of an appointment offer is solely at the discretion of StartupTN, and its decision will be final and binding.

General Information

1. The post is a fixed term contract which is renewable annually based on the candidate's performance, for an initial period of up to three years, and can be extended at the discretion of StartupTN management.
2. Applicants must possess professional background and excellent communication skills in English, along with a working knowledge of Tamil.
3. Interview, at the discretion of StartupTN, will be conducted in Chennai.
4. Applicants must disclose any arrests, convictions/ debarment/ disqualification by any recruiting agency, participation in agitation or any political organisation and candidature in election for parliament/ State Legislature/ Local Bodies, etc. The original judgement of Acquittals, order/or G.O. dropping further action in Departmental proceedings or any document that may prove the suitability of such

candidates for a Government appointment in such cases must be produced at the time of certificate verification and interview.

5. Applications containing false claims regarding basic qualification, eligibility age and experience will be rejected.

Other Instructions:

1. Prior to applying for the post, candidates must verify that they meet the eligibility and other requirements specified in this notification. Therefore, candidates are advised to read this notification carefully and follow all instructions given.
2. The candidate's admission to the interview and subsequent stages is strictly provisional. The issuance of a call letter or provisional allotment does not imply that the candidate's candidature has been finally cleared by StartupTN.
3. StartupTN has the right to reject any application at any stage of the process and cancel the candidate's candidature if it is found that the candidate does not meet the eligibility norms or has provided false information/ certificates/ documents or has concealed any material fact(s).
4. If a candidate's candidature is rejected for any reason, no further representation in this regard will be considered. If any shortcomings are discovered after the candidate's appointment, their services may be terminated summarily.
5. StartupTN's decision on all matters concerning the candidate's eligibility, the stages at which the eligibility review is conducted, the qualifications and other eligibility norms, the documents to be provided for the examination, interview, verification and any other matters related to the recruitment process, will be final and binding on the candidate. No personal inquiry or correspondence with StartupTN in this regard will be entertained.
6. A candidate must submit only one application. In the case of multiple applications, only the most recent valid application will be retained.
7. Any dispute arising out of the notification, including the recruitment process, shall be subject to the jurisdiction of the courts located in Chennai. Any attempt to influence or canvas for undue advantage will result in disqualification from the recruitment process.
8. Requests for changes to the address or details provided in the submitted application will not be entertained subsequently. The candidate must ensure that their signatures on their call letter, attendance sheet, etc., and all future correspondence with StartupTN are identical, with no variation of any kind.
9. Candidates must upload a recent recognizable photograph in the online

application and retain copies for use at various stages of the process. Failure to produce the same photograph at various stages of the process or doubt about the candidate's identity at any stage may lead to disqualification.

10. Candidates must appear for the examination/ interview at their own expenses. The appointment of the selected candidate is subject to their being declared medically fit and fulfilling other requirements of StartupTN as specified in this notification and subject to the service and conduct rules of StartupTN, as determined by the Board.
11. StartupTN reserves the right to reschedule/ change / cancel/ modify/ add any of the criteria, conduct of the examination/ interview/ method of selection and provisional allotment, among other recruitment procedures.
12. Intimation will be sent to applicants only via email to the primary email ID provided in the application form. Therefore, applicants must enter a valid and functional mobile number and email ID.
13. Appropriate action will be taken against candidates found guilty of misconduct or use of unfair means as per the norms of StartupTN.
14. StartupTN will not be responsible if information/ intimations do not reach candidates due to a change in mobile number, technical fault, or other factors beyond the control of StartupTN. Candidates are advised to closely monitor the authorised website for the latest updates until the recruitment process is complete.
15. StartupTN reserves the right to modify the pay range or qualifications for posts.

Announcements:

All future updates and information related to this process will be exclusively available on the authorised website <https://startuptn.in> periodically.

The aforementioned position, job description and number of vacancies may be subject to modifications based on the organisation's changing requirements. Hence, it is recommended that you frequently check the website for the latest job openings and positions.

Date: 11/05/2023

Place: Chennai

Annexure 1

| S.No | Particulars | Details |
|------|---------------------------|---------|
| 1 | Name | |
| 2 | Gender | |
| 3 | Date of Birth | |
| 4 | Nationality | |
| 5 | Primary Mobile number | |
| 6 | Alternate Mobile number | |
| 7 | Primary Email | |
| 8 | Alternate Email | |
| 9 | Address for communication | |
| 10 | Permanent address | |

| | | | |
|--|--------------------|-------------|-----------|
| Work experience <i>(more rows can be added as required by applicant)</i> | | | |
| Name of organisation | Designation | From | To |
| | | | |
| Functions carried out in this capacity <i>(brief note on responsibilities handled, extraordinary achievements, if any, can be enclosed)</i> | | | |
| • | | | |
| Name of organisation | Designation | From | To |
| | | | |
| Functions carried out in this capacity | | | |
| • | | | |
| Name of organisation | Designation | From | To |
| | | | |
| Functions carried out in this capacity | | | |
| • | | | |

| References (minimum three) | | | |
|-----------------------------------|--------------------|-----------------------------|-----------------------|
| Name | Designation | Name of organisation | Contact number |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

All the information provided by me is true to the best of my knowledge. I am aware that if any of the information provided by me is found to be incorrect, my application/ appointment shall be rejected without any notice.

| | |
|--|-----------------------------|
| Recent passport size colour photograph | Signature of the applicant: |
| | |
| Date: | Place: |