# Savli Technology and Business Incubator (STBI)

Department of Science and Technology, Govt. of Gujarat
EPIP-CFC Building, Savli GIDC Estate, Manjusar, Vadodara  Phone: 02667-266000, Fax: 02667-264900
**Web:** https://stbi.gujarat.gov.in/ **Email: info-stbi-vdr@gujarat.gov.in**

## ADVERTISEMENT FOR RECRUITMENT TO VACANT POSITION IN STBI ON CONTRACTUAL MODE
### Advertisement No. 01/2024; Dated: 15/08/2024

Savli Technology and Business Incubator [STBI], has been set up an autonomous institution under the Department of Science & Technology, Govt. of Gujarat; looking to the critical importance of developing a Technology Business Incubator in Public sector to strengthen the Technology & Research Commercialization Ecosystem in the state.

**DST-GoI-NIDHI's PR**omoting and **A**ccelerating **Y**oung and **AS**piring technology entrepreneurs **(PRAYAS)** is specifically to support young innovators turn their ideas into PoC. This support allows the innovators to try their ideas without fear of failure, hence allowing them to reach a stage where they have a ready product and are willing to approach incubators for commercialization. NIDHI-PRAYAS a pre-incubation initiative that is implemented through a Program Management Unit (PMU) and the STBI as one of the incubator selected for implementing the PRAYAS program be the PRAYAS Centre (PC).

1. **STBI is looking for the following contractual project position initially for 12 months and essentially co-terminus after completion of NIDHI-PRAYAS Project (or as decided by STBI) to be filled:**

| Sr. No. | Position | Qualification/Experience | Age |
|---|---|---|---|
| 1 | **Project Coordinator**<br><br>(Monthly Fixed Remuneration of Rs. 50,000/-) | i) **Master's degree** in Science in any of the subjects out of Physics OR Electronics OR Instrumentation OR BioMedical Devices with at least 55% marks obtained from a University established or incorporated by or under the Central or State Act in India; or any other educational institution recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognized as such by the Government; **OR**<br>i) **Bachelor's Degree** in Engineering or Technology in any of the subjects out of Electrical AND/OR Electronics OR Mechanical OR Chemical OR Information & Communication Technology OR Internet of Things with at least 55% marks obtained from a University established or incorporated by or under the Central or State Act in India; or any other educational institution recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognized as such by the Government; **AND**<br>ii) about **TWO years** of experience after a Master's degree in Science or **THREE years** of experience after a | Not more than 39 years |

| | | Bachelor's degree in Engineering or Technology; in the State/ Central Government/ local body/ Govt. undertaking/ Board/ Corporation/ Society/ an Educational or Research Institute of State or Central Govt./ a Limited Company established under Company Act 2013 and having Annual Turnover of **Rs. 10 crores or above**;<br>**Desirable Work Experience**:<br>From amongst years of work experience, about One Year of experience is in the field of Incubation & Entrepreneurship Development for developing Technology driven Start-Ups OR Technology Commercialization | |

## 2. Job Description:

### Project Coordinator

The Project Coordinator will be primarily responsible for managing the NIDHI-PRAYAS scheme at the STBI PRAYAS Centre and other scheme(s), if decided so. This role involves scouting potential Ideas/ PoPs/ PoCs, Creating sustained Pipeline for the PRAYAS Programme, overseeing the of various schemes, coordinating with innovators/ PMU/ Funding Agency /any other related Stakeholders, managing funds, and ensuring the successful development of prototypes promoting the Successful Prototypes to MVP. The coordinator will also facilitate mentorship and provide technical supports for the innovators, including  Engaging Experts for Innovators, etc.

**Key Responsibilities:**
1. Program Management:
   * Implement the scheme as per guidelines provided by the Funding Agency or as per the tasks assigned by STBI.
   * Manage the application process, including screening, evaluation, selection and On-Boarding of candidates.
   * Oversee the disbursement and utilization of funds, ensuring compliance with scheme guidelines.
2. Coordination and Support:
   * Act as a point of contact for innovators/ start-ups and PMU (Project Management Unit) and other Project Awarding Agency/ies,
   * Providing Innovators/Start-ups with necessary guidance and support.
   * Facilitate access to resources such as lab facilities, equipment, and technical support.
   * Coordinate with mentors, industry experts, and other stakeholders to provide comprehensive support to innovators**.**
3. Monitoring and Reporting:
   * Track the progress of funded projects, ensuring timely development of prototypes/MVP.
   * Collect and compile data on project outcomes, preparing regular reports for the STBI, PMU and Funding Agency.
   * Conduct periodic reviews and assessments of project performance.
4. Outreach and Networking:

- Promote the scheme(s) to attract talented innovators and Start-ups.
- Organize workshops, seminars, and networking events to build a vibrant innovation ecosystem.
- Develop partnerships with academic institutions, industry bodies, and other relevant organizations.
5. <u>Documentation and Compliance:</u>
    - Maintain detailed records of all projects, including financial transactions, progress reports, and correspondence.
    - Ensure compliance with all legal and regulatory requirements related to the scheme.

***Desirable Skills and Competencies***:
- Organizational and project management skills.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Knowledge of the start up ecosystem and innovation processes.
- Proficiency project management tools.


## 3. Mode:

Advertisements for recruitment to the above position on project mode (initially for 12 months and essentially co-terminus after completion of the project at STBI) shall be given in both in English and Gujarati national dailies as well as detailed advertisements on its website for inviting applications from the interested candidates. The applications will be screened for compliance to the Eligibility criteria and work experience. If the number of eligible applications are less than ten times of the advertised positions, the eligible candidates will go through the direct interview before the Recruitment Committee for selection against advertised position. In case the number of eligible applications are more than ten times of the advertised position, then the screening of the received applications will be conducted for short-listing the MOST-SUITABLE candidates for the interview before Recruitment/ Interview Committee.

# 4. General Instructions:

(i) The candidate appointed for the contractual project post of Project Coordinator shall have no rights to claim any regular post or any extension beyond the contract tenure.

(ii) Age will be reckoned as on the closing date of the submission of the application form. The first/ earliest closing date shall be considered, irrespective of any extension(s) in the closing date. Age relaxation will be admissible for SC/ ST/ SEBC/ Women/ Persons in Govt. Service as per State Government rules in force.

(iii) The candidate appointed shall be required to furnish a Contract Agreement as may be prescribed by Savli Technology & Business Incubator.

(iv) The applications for the above post should be filled and submitted ONLINE only.

(v) The applications received after the due date will not be considered under any circumstances.

(vi) Applications are invited from Indian nationals as per the format of the application and details of eligibility, age, qualification, experience, etc. as per the detailed advertisement on the websites of Savli Technology and Business Incubator (https://stbi.gujarat.gov.in/). The deadline for submitting filled-in ONLINE applications along with necessary documentary evidences is **23:59 hrs on 29 AUGUST, 2024**.

(vii) Persons already in service, must submit documentary evidence of prior intimation having submitted to the Head of the Institution, as per the format prescribed in **Appendix 1**, wherein the onus of communicating to this office, if the applicants are not free from Administrative & Vigilance angle and if any vigilance proceedings are pending or contemplated; or any other objection or reservation; lies on the Head of Institution.

(viii) Late, Incomplete Applications, Applications without self-attested copies evidencing age, community (if applicable), academic qualifications, and work experience will be summarily rejected.

(ix) Canvassing in any form by or on behalf of any candidate or bringing political or other outside influence with regard to selection/recruitment will disqualify the candidate.

(x) STBI reserves the right to cancel the recruitment for all/any of the posts without giving any reason.

(xi) The services of the selected candidates will be governed by the Rules of STBI/ Government of Gujarat as decided by the EC/GB of STBI.

## 5. Instructions for filling up this application form:

(i) In case of multiple applications from the same applicant for the same position, the latest before the last date of submission shall be considered, the previous ones shall be summarily disposed and no queries pertaining to the same shall be entertained.

(ii) Please note that you shall be required to fill the application form, all at once. Hence, you are advised to be ready with information pertaining to your education qualification, work experience, identity, date of birth references, etc. and also be prepared to upload documents certifying the same in PDF Format and your recent colour passport size photograph and your signature (both in up to 25Kb). You are also advised to be ready with a write up each of 300 words, to pitch your candidature and regarding your vision for Savli Technology & Business Incubator.

-Director,
Savli Technology and Business Incubator

**(FORMAT PRESCRIBED FOR)**
**PRIOR INTIMATION (PI) LETTER FROM AN EMPLOYEE TO ADMINISTRATIVE OFFICEOF HIS/HER EMPLOYER REGARDING SUBMISSION OF HIS/HER APPLICATION**
(On the Plain Paper)

Place: …..................

Date:………...............

[To be addressed to the Controlling/Administrative Authority with full postal address]

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........................................ PIN: ...................

Tel: .......................... Fax: ...........................

Email: .......................................................

**Subject:** Prior Intimation for Submission of Application for the post of

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at SavliTechnology & Business Incubator, Dept. of Science & Technol., Govt. of Gujarat.

Sir/Madam,

I    hereby,    give    prior    intimation    that    I    am    applying    for    the    post    of

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at SavliTechnology & Business Incubator and further stating that I am free from Administrative and Vigilance angle and there are no vigilance proceedings pending or contemplated against me. In event of my selection,I shall be relieved from my duties as per the contract terms.

It is to also to bring to your attention that as per the advertisement of the STBI, DST, GoG; the onus of communicating to STBI, DST, GoG in the event of the applicant not being free from Administrative & Vigilance angle and if any vigilance proceedings are pending or are contemplated; or any objection or reservation or any adverse remarks, etc., lies on the Head of the Institution of the applicant.

This is for your kind information and record.

Yours faithfully,

Employer Signature:                     Signature: ………………………………..
Employer Office Seal:                    Name: …………………………….…………
                                         Date of Birth: …………………….…………
                                         Designation: ………………………………….
                                         Name of Office Where Working: …………
                                         ……………………………………………..
                                         Name of Organization: ……………………
                                         ……………………..
                                         Address of Present Office: ……………….
                                         ………...…………………………………
                                         Residential Address: ……………………..
                                         …………………………………………

Note: The Prior Intimation Letter (as prescribed vide this Appendix) shall be accepted by Savli Technology& Business Incubator for processing the applications for various positions, if the same bears the signature and seal of the employer of the applicant acknowledging its receipt.

## PLEASE READ CAREFULLY

1. Please find more details about the application procedure in the detailed advertisement available on the website www.stbi.gujarat.gov.in. Applications will be accepted till 29-08-2024 and 23:59 Hrs.

2. In case of multiple submissions of the application for the same position, the latest submission alone will be considered irrespective of the contents submitted therein & will be evaluated for its completeness and/or merit.

3. Besides basic information about you, your work and education details, you will also require the following to complete this application:

   a) Pitch your candidature (including your past experience and achievements) for the position applied. (In 300 words)

   b) If selected for the position applied, what can you contribute to STBI? (In 300 words)

4. Please fill this form carefully and diligently. Information that you submit in this form, along with the level of involvement and the accuracy of the information you submit, will contribute significantly towards the Committee's decision to shortlist your application. Any application with incomplete or inaccurate information will be rejected. Any inaccurate or incomplete information will stand rejected once submitted. Request for changes in the submitted application form will not be entertained.

5. Photo ID Proof [Preferably Govt. issued Identity Card/ Aadhar Card/Driving License/Voter ID/Passport (first and last two pages of your passport)] is to be furnished to the STBI, whenever asked.

6. Persons already in service, must submit documentary evidence of prior intimation having submitted to the Head of the Institution, as per the format prescribed in Annexure-I of the detailed advertisement available on the website given above.

7. Please ensure that, documents be uploaded must be in PDF format and the size must not be greater than the limit mentioned in the form and photographs must be in JPEG format and the size must not be greater than the limit mentioned in the form.

8. Please ensure you have documentary evidence of all the information that you submit, and you might be needed to them make available for our due-diligence.