

AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India)
STPI Elite Building, IDCO Plot No.2/A, Industrial Area, Gothapatna,
PO: Malipada, Dist: Khorda, Bhubaneswar-751003
Odisha, Tel. No. 0674-2623000,
[URL:www.stpinext.in](http://www.stpinext.in), www.stpi.in



Employment Notice: 3/2024/STPINEXT/EMTEK. Date: 04.12.2024

1. Job Title	Platform Support – Technology Professional
No. of Post (s)	1 (One) for CoE-EmTek
Nature of appointment	The post is proposed to be filled up purely on contract basis for a period of 3 (three) years or co-terminus with CoE, whichever is earlier, which may be renewed on performance basis subject to extension of project tenure. The appointment shall come to end on expiry of the contract period.
Age Limit	Below 35 years as on the date last date of submission of application (relaxation permissible for deserving candidates)
Location	STPI, Fortune Tower, Bhubaneswar, Odisha
Compensation	Consolidated remuneration Rs. 40,000/- per month (relaxation as per industry standards permissible for deserving candidates).

Educational and other qualifications:

- **Essential:**
B.E./B.Tech in ECE/CSE/IT/Instrumentation/EE/MCA/MS (IT/EC) with 3 years' experience in relevant field. (Relaxation permissible for deserving candidates).
OR
3 Year Polytechnic Diploma in ECE/CSE/IT/Instrumentation/BCA/BSC(IT/ETC) With 5 Years' Experience in relevant field. (Relaxation permissible for deserving candidates).

Key Skills:

- Understanding of the latest technology and product landscape.
- Manage internal and external stakeholders effectively.
- Knowledge of Word, Excel, PowerPoint and other productivity tools.
- Well versed with the emerging technologies in IT and Computer industry.

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 the selected candidate shall include:

- Knowledge of the technology (Industrial IoT, Artificial Intelligence, Analytics, Information Architect, Big Data & UxP Developer, Cyber Security)
- Handling of EMTEK (Industry 4.0) Lab equipment for testing and measurement like Oscilloscope, Spectrum Analyzer, Vector Signal Generator, Vector Network Analyzer, LCR Meter, 3D Printer and Scanner, DC Load, Development Kit, Raspberry Kit, bread board etc. Also having experience in PCB design software like KICAD, Design Spark & having experience in making prototype of PCB assembly using pick and place machine.

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- Should have knowledge of machine learning, data analytics, cyber security and other emerging technologies as required in industry 4.0.
- Should have experience in Windows Server / Linux Operating System administration. Able to manage Virtualization technologies such as VMware ESXi / Microsoft Hyper-V
- Should have knowledge of Networking
- Operation and Maintenance of above-mentioned test & Measurement of Lab equipment.
- Hardware Assembly and troubleshooting
- Software installations, support and trouble shooting
- Co-ordination with start-ups working in the field of EMTEK (Industry 4.0) in design, development and testing of prototype modules using the software and machine available/installed in EMTEK (Industry 4.0) Lab
- Ensuring optimum utilization and careful handling of all the available instruments, components and tools.
- Any other job as may be assigned from time to time.

Mode of receiving applications:

Applications shall be invited online, Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.stpinext.in or www.stpi.in or <https://bhubaneswar.stpi.in> or <https://emtek.stpi.in>

Selection process:

1. Applications received by the last date will be first screened by a duly constituted 'Screening Committee'. The candidates meeting the educational & other qualifications and experience, as advertised, may be screened-in by the Committee.
2. The 'screened-in'/candidates will be called for personal interview before the duly constituted 'Selection Committee' on the scheduled date & time.
3. Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment.

General terms & conditions:

1. The selected candidate shall report to Chief Operating Officer (COO) or STPI Jurisdictional Director as decided by the STPI Jurisdictional Director.
2. Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
3. Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
4. Mere submission of application does not entitle candidates to be called for test and/or interview.
5. STPI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
6. If any candidate is found ineligible on any ground post his/her appointment in the company, his/her services will be liable to be terminated without assigning any reason thereof.

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7. Submission of any false/misleading information, defective or fabricated document etc. by the candidate in the application form would not only lead for rejection of application of the candidate but other legal action, as deem appropriate, may also be taken by the Company against such candidate.
8. The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age, academic record and relevant experience.
9. Any litigation will be subject to the jurisdiction of Delhi courts.
10. Contract may be renewed based on performance. Work location can change based on mutual agreement.

2. Job Title	Manager (Administration & Accounts)
No. Of Post (s)	1 (One). One for CoE-EmTeK
Nature of appointment	The post is proposed to be filled up purely on contract basis for a period of 3 (three) years or co-terminus with CoE, which will be renewed on performance basis every year. The appointment shall come to end on expiry of the contract period.
Age Limit	Below 40 years as on the date last date of submission of application (relaxation permissible for deserving candidates)
Location	STPI, Fortune Tower, Bhubaneswar
Compensation	Consolidated remuneration Rs. 35,000/- per month (relaxation as per industry standards permissible for deserving candidates).

Educational and other qualifications:

(a) Educational and other qualifications-

MBA (Finance) and/or Graduate in Science/Commerce from a recognized and reputed Institute/University. Professional Certification in CA/ICWA/Inter Qualified is desirable.

(b) Work Experience-

Post Qualification experience of 1-2 years for MBA /3-5-year experience for Graduate of overall experience as Manager in Administration & Accounting with the responsibilities of financial management ranging from simple accounting to broad investment and banking operations and must also have fair knowledge of productivity tools and digital technologies.

Key Skills:

- Understanding of Administration and Accounting landscape.
- Manage internal and external stakeholders effectively.
- Knowledge of Word, Excel, PowerPoint and other productivity tools (Photoshop, CorelDRAW etc.)
- Well versed with the emerging technologies in IT and Computer industry.

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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 the selected candidate shall include:

(b) Administrative Responsibilities-

1. Manage day-to-day operations of the centres under leadership of the COO, EmTeK.
2. Hire and manage temporary staff as per requirements.
3. Make administrative arrangements for on boarding of start-ups and visit of dignitaries.
4. Make administrative arrangement for conduct of online/ onsite training programme as per the directives of the COO.

(a) Accounting responsibilities-

1. Safe custody/keeping and accounting of funds allocated to the centre.
2. Preparing budgetary estimates and taking approval as per the policy.
3. Ensure tax compliances as per current and prevailing regulatory provisions.
4. Preparing/help start-ups in preparing the balance sheet.
5. Safe custody of bills, invoices & Payment vouchers
6. Handling Business Banking responsibilities of the centre.
7. Preparing/Help start-ups in preparing Financial Projections for the purpose of valuation.
8. Financial analysis and forecasting.
9. Develop vision, strategy and business model to achieve the objectives of the domain specific CoE being established by STPI and implemented by AIC STPI Next Initiatives in consultation with the COO and the Jurisdictional STPI Director of the respective CoE.
10. Work closely with the COO and Jurisdictional STPI Director of respective Co End report to the COO/COE for implementation of financial strategy, review and plan for continuous improvement. Any other job as may be assigned from time to time.

Mode of receiving applications:

Applications shall be invited online, Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.emtek.stpi.in www.stpinext.in or www.stpi.in or <https://bhubaneswar.stpi.in> or <https://emtek.stpi.in>

Selection process:

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2. The 'screened-in'/candidates will be called for personal interview before the duly constituted '**Selection Committee**' on the scheduled date & time.
3. Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment.

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General terms & conditions:

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2. Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
3. Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
4. Mere submission of application does not entitle candidates to be called for test and/or interview.
5. STPI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
6. If any candidate is found ineligible on any ground post his/her appointment in the company, his/her services will be liable to be terminated without assigning any reason thereof.
7. Submission of any false/misleading information, defective or fabricated document etc. by the candidate in the application form would not only lead for rejection of application of the candidate but other legal action, as deem appropriate, may also be taken by the Company against such candidate.
8. The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age, academic record and relevant experience.
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10. Contract may be renewed based on performance. Work location can change based on mutual agreement.

3. Job Title	Technical Officer
No. of Post(s)	1 (One) for CoE-EmTek
Nature of appointment	The post is proposed to be filled up purely on contract basis for a period of 3 (three) years or co-terminus with CoE, which will be renewed on performance basis every year. The appointment shall come to end on expiry of the contract period.
Age Limit	Below 35 years as on the date last date of submission of application (relaxation permissible for deserving candidates)
Location	Satellite Centre, BPUT, Rourkela
Compensation	Consolidated remuneration Rs. 40,000/- per month (relaxation as per industry standards permissible for deserving candidates).

Educational and other qualifications:

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- **Essential:**
B.E./B.Tech in ECE/CSE/IT/Instrumentation/EE/MCA/MS(MCA/IT/EC) with 3 years' experience in relevant field. (Relaxation permissible for deserving candidates).
OR
3YearPolytechnicDiplomainECE/CSE/IT/Instrumentation/BCA/BSC(IT/ETC)
With 5 Years' Experience in relevant field. (Relaxation permissible for deserving candidates).

Key Skills:

- Understanding of the latest technology and product landscape.
- Manage internal and external stakeholders effectively.
- Knowledge of Word, Excel, PowerPoint and other productivity tools.
- Well versed with the emerging technologies in IT and Computer industry.

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 the selected candidate shall include:

- Handling of EMTEK (Industry 4.0) Lab equipment for testing and measurement like Oscilloscope, Spectrum Analyzer, Vector Signal Generator, Vector Network Analyzer, LCR Meter, 3D Printer and Scanner, DC Load, Development Kit, Raspberry Kit, bread board etc. Also having experience in PCB design software like KICAD, Design Spark & having experience in making prototype of PCB assembly using pick and place machine. Should have knowledge of machine learning, data analytics, cyber security and other emerging technologies as required in industry 4.0.
- Operation and Maintenance of above-mentioned test & Measurement of Lab equipment.
- Hardware Assembly and troubleshooting
- Software installations, support and trouble shooting
- Co-ordination with start-ups working in the field of EMTEK (Industry 4.0) in design, development and testing of prototype modules using the software and machine available/installed in EMTEK (Industry 4.0) Lab
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