

Savli Technology and Business Incubator (STBI)

Department of Science and Technology, Govt. of Gujarat

EPIP-CFC Building, Savli GIDC Estate, Manjusar, Vadodara

Phone: 02667-266000-100

Web: <https://stbi.gujarat.gov.in>

Email: info-stbi-vdr@gujarat.gov.in

ADVERTISEMENT FOR RECRUITMENT TO PROJECT POSITIONS IN STBI ON CONTRACTUAL MODE

Advertisement No.01/2020; Dated: 23/10/2020

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.

STBI is looking for the following Project Positions to be filled 'ON CONTRACTUAL MODE' as sanctioned by Finance Department, Govt. of Gujarat:

Sr. No.	Position	Qualification/Experience	Age
1	Chief Technology Officer [CTO] (1 Post) Min. Pay as per 7 th CPC Pay Matrix (Level): 78800 (12)	(i) Masters' degree in Science in any of the subjects out of Microbiology OR Biochemistry OR Biotechnology (inclusive of any OR no specialization) 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 (ii) Doctoral Degree in Science in any of the subjects out of Microbiology OR Biochemistry OR Biotechnology (inclusive of any OR no specialization) 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; (iii) About ten years of experience , in case of Master's degree in Science ; in the State/ Central Government/ local body/ Govt.	Not more than 47 years

Sr. No.	Position	Qualification/Experience	Age
		<p>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 crore or above. The experience should be in the in the field of Incubation OR Entrepreneurship Development for developing Technology driven Start-Ups OR Technology Commercialization OR Post-Graduate Teaching OR Research & Development OR Quality Control/ Assurance; and the experience should be after the candidate earning the first essential degree</p> <p>(iv) basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967; and</p> <p>(v) adequate knowledge of Gujarati or Hindi.</p>	
2	<p>Manager (Facilities)</p> <p>Min. Pay as per 7th CPC Pay Matrix (Level): 56100 (10#)</p>	<p>i) Masters' 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</p> <p>i) Bachelor's Degree in Engineering or Technology in any of the subjects out of Electrical 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</p> <p>ii) About five years of experience after Masters' degree in Science or Six years after Bachelor's degree in Engineering or Technology in the State/ Central Government/ local body/ Govt. undertaking/ Board/</p>	Not more than 42 years

Sr. No.	Position	Qualification/Experience	Age
		<p>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 crore or above;</p> <p>Desirable Work Experience: 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;”</p> <p>iii) basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967; and</p> <p>iv) adequate knowledge of Gujarati or Hindi.</p>	
3	<p>Assistant Manager (Prototyping)</p> <p>Min. Pay as per 7th CPC Pay Matrix (Level): 44,900 (9)</p>	<p>i) Masters’ 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</p> <p>i) Bachelor’s Degree in Engineering or Technology in any of the subjects out of Electrical 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</p> <p>ii) About two years of experience after Masters’ degree in Science or three years after 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 crore or above;</p>	Not more than 39 years

Sr. No.	Position	Qualification/Experience	Age
		<p>Desirable Work Experience: 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;”</p> <p>iii) basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967; and</p> <p>iv) adequate knowledge of Gujarati or Hindi.</p>	
4	<p>Assistant Manager (Biz. Devl.)</p> <p>Min. Pay as per 7th CPC Pay Matrix (Level): 44,900 (9)</p>	<p>i) Masters’ degree in Science in any of the subjects out of Microbiology OR Biochemistry OR Biotechnology (inclusive of any OR no specialization) 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</p> <p>i) Masters’ degree in Management with specialization in any of the subjects out of Biotechnology OR Pharmacy OR Agriculture (inclusive of any variations or combinations) 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</p> <p>ii) About two years of experience after Masters’ degree in Science 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 crore or above;</p> <p>Desirable Work Experience: 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;”</p> <p>iii) basic knowledge of computer application as prescribed in the Gujarat Civil Services</p>	Not more than 39 years

Sr. No.	Position	Qualification/Experience	Age
		Classification and Recruitment (General) Rules, 1967; and iv) adequate knowledge of Gujarati or Hindi.	
5	<p align="center">Technical Assistant (Clean Rooms)</p> <p align="center">Min. Pay as per 7th CPC Pay Matrix (Level): 39900 (7)</p>	i) Masters' degree in Science in any of the subjects out of Microbiology OR Biochemistry OR Biotechnology (inclusive of any OR no specialization) 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; ii) basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967; and iii) adequate knowledge of Gujarati or Hindi.	Not more than 37 years
6	<p align="center">Facilities Assistant (Mechanical)</p> <p align="center">Min. Pay as per 7th CPC Pay Matrix (Level): 29,200 (5)</p>	i) Diploma in Engineering or Technology in Mechanical Engineering 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; subsequent to passing the Secondary School Certificate or its equivalent OR i) Bachelors' Degree in Engineering or Technology/ in Mechanical Engineering 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 ii) basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967; and iii) adequate knowledge of Gujarati or Hindi.	Not more than 33 years
7	<p align="center">Facilities Assistant (Electronics/Electrical)</p>	i) Diploma in Engineering or Technology in Electronics/ Electrical Engineering with at least 55% marks obtained from a University established or incorporated by or under the	Not more than 33 years

Sr. No.	Position	Qualification/Experience	Age
	Min. Pay as per 7 th CPC Pay Matrix (Level): 29,200 (5)	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; subsequent to passing the Secondary School Certificate or its equivalent OR i) Bachelors' Degree in Engineering or Technology/ in Electronics/ Electrical Engineering 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 ii) basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967; and iii) adequate knowledge of Gujarati or Hindi.	
8	Executive Assistant (BIRAC-SEED Project) Fixed Monthly Emoluments of ₹35,000/- for Project Tenure (currently, till 31-Jan-2021)	i) At least a Graduate in any field Desirable education: Chartered Accountancy or MBA (Finance) Desirable Work Experience: Some Work experience in the field of Financing Start-Up or Finance OR Incubation & Entrepreneurship Development for developing Technology driven Start-Ups OR Business OR Commercialization;” ii) basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967 and iii) adequate knowledge of Gujarati or Hindi or both.	Generally, not more than 45 years

Job Description:

1. Chief Technology Officer [CTO]:

- (i) Act as the Chief Technical Trouble-Shooter for all Incubatees, and Contact Point for the Director, Technical Staff, Patrons & Stakeholders, Ecosystem Components, Partners and Government, etc. on all Technical Matters; and Responsible for Supervision & Smooth Functioning of the Facility and Coordination of Technical activities; Supporting the Director in all Technical matters of the Incubator;

- (ii) Independently undertake Indent, Tender, Purchase, Installation, Upkeep, Maintenance, Insurance, Repairs, etc. activities for all Instrumentation and Technical Facilities of the Incubator;
- (iii) Act as Chief Mentor for the technical aspects of the Incubatees and Stakeholders, thereby strengthening the Start-Up Ecosystem.

2. Manager (Facilities)

- (i) Support the Director in Strategic Developments of the Incubator; Supervision & Coordination for activities; Ensuring functioning of technical facilities; technical mentoring to the Incubatees/ programmes, etc. undertaken at/by STBI;
- (ii) Supervise and undertake activities required for day-to-day functioning, trouble-shooting, tacit & strategic developments, etc. of the Incubator and Serve as central Point of Contact for all matters related to Facilities, Instrumentation, Developments, etc. inclusive of Documentation, and record keeping
- (iii) Independently undertake and/ or Participate in studies/ projects to study & strengthen the ecosystem; as also undertake effective measures, documentation, etc. with Patrons, Partners and Stakeholders to strengthen the ecosystem

3. Assistant Manager (Prototyping)

- (i) Undertake activities required for day-to-day functioning, trouble-shooting, tacit & strategic developments, etc. of the Incubator esp. the Fabrication and the Prototyping Lab. & Facilities, and Serve as central Point of Contact for all matters related to Instrumentation, Developments, Mentoring, etc. inclusive of Documentation, and record keeping
- (ii) Support and assist the Sr. Manager and Manager in strategic developments of the Incubator; Supervision & Coordination of activities; implementation of programmes/ projects; mentoring to the Incubatees, and various activities undertaken by STBI; in all matters, esp. in fabricating and developing Prototypes, showcasing/ working models, etc.
- (iii) Independently undertake and/ or Participate in studies/ projects to study & strengthen the ecosystem; as also undertake effective communication, documentation, etc. with Patrons, Partners and Stakeholders to strengthen the ecosystem

4. Assistant Manager (Biz. Development)

- (i) Undertake activities required for day-to-day functioning, trouble-shooting, tacit & strategic developments, etc. of the Incubator esp. in managing adequate pipeline of incubatees, visitors, mentors, etc. to the Incubator and Serve as central Point of Contact for all matters related to Developments, Outreach, Incubation, Business Acceleration, Mentoring, etc. inclusive of Documentation, and record keeping

- (ii) Support and assist the Sr. Manager and Manager in strategic developments of the Incubator; Supervision & Coordination of activities; implementation of programmes/ projects; mentoring to the Incubatees, and various activities undertaken by STBI;
- (iii) Independently undertake and/ or Participate in studies/ projects to study & strengthen the ecosystem; as also undertake effective communication, documentation, etc. with Patrons, Partners and Stakeholders to strengthen the ecosystem

5. Technical Assistant (Clean Rooms):

- (i) Support and Assist Director and Managers in the coordination and implementation of programmes and activities undertaken by STBI, esp. the Clean Rooms and similar specialized Facilities of the STBI
- (ii) Undertake independently or under supervision, various activities inclusive of Installation, Operations, Upkeep, Maintenance & Repairs of Instrumentation, Facilities, Spaces, Assets & Stocks, etc.; Incubation, Mentoring, Outreach, etc.; in Documentation, Planning, Organizing, Conducting, Communicating, Studying, etc. as needed from time to time.
- (iii) Undertake independently or under supervision, various studies, exercises, projects, etc. functions, as needed from time to time

6. Facility Assistant (Mechanical):

- (i) Support and Assist Director and Officers/ Managers in the coordination and implementation of programmes and activities undertaken by STBI, creatively and proactively helping Incubator/ Incubatees in installation of set-up needed for demonstrations, validations, experimentations, etc.
- (ii) Support and Assist Director and Officers/ Managers in the coordination and implementation of programmes and activities undertaken by STBI, esp. the maintenance, upkeep, repairs, purchase, dispose, running operations, etc. of all instrumentations, pumps, facilities, etc. of the STBI
- (iii) Support and Assist Director and Officers/ Managers in the coordination and implementation of programmes and activities undertaken by STBI, esp. the Environmental Management plan and Plumbing, etc. by being able to troubleshoot problems with pipelines, sinks, toilets, faucets, flush valves, additional connections to instruments, replacing damaged parts and any additional plumbing related jobs.

7. Facility Assistant (Electronics/Electrical):

- (i) Support and Assist Director and Officers/ Managers in the coordination and implementation of programmes and activities undertaken by STBI, creatively and proactively helping Incubator/ Incubatees in installation of set-up needed for demonstrations, validations, experimentations, etc.

- (ii) Support and Assist Director and Officers/ Managers in the coordination and implementation of programmes and activities undertaken by STBI, esp. the maintenance, upkeep, repairs, purchase, dispose, running operations, etc. of all
 - a. Electrical aspects, by undertaking Check and/or install electrical circuits, wiring, components; replace broken or non-working light switches and receptacles; replace fluorescent lamps and ballasts and any additional electric related work.
 - b. Electronics – The candidate should have the skills needed to install and repair electronic equipment.
 - c. HVAC/Refrigeration – Change rooftop unit filters and belts; check out units that are reported as not operating properly; clean rooftop unit and chiller coils; replacing condenser or evaporator fan motors.

8. Executive Assistant (BIRAC-SEED Project):

- (i) Support and Assist Director and Officers/ Managers in the coordination and implementation of programmes and activities undertaken by STBI, creatively and proactively helping Incubator/ Incubatees in scouting, sourcing, evaluating, coordinating, negotiating, vetting, exiting, etc. from investments and similar financial decisions.
- (ii) Support and Assist Director and Officers/ Managers in the coordination, supervision and implementation of programmes and activities undertaken by STBI, esp. Documentation, and record keeping
- (iii) Independently undertake and/ or Participate in studies/ projects to study & strengthen the ecosystem; as also undertake effective measures, documentation, etc. with Patrons, Partners and Stakeholders to strengthen the ecosystem.

Mode:

Advertisements for recruitment to the above positions on contractual mode shall be given in both in English and Gujarati national dailies as well detailed advertisement 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/ Selection Committee for selection against advertised position. In case the number of eligible applications are more than ten times of the advertised position, then an elimination test will be conducted for short-listing the candidates for the interview before Recruitment/ Selection Committee. In case of Group-III positions, the Recruitment/ Selection Committee may choose to offer appointment on the basis of the merit in the Test. The elimination test may be of objective/ subjective type to test the general aptitude, managerial skill and domain knowledge in Incubation.

General Instructions:

- (i) These positions are purely temporary, only for Project duration and on contractual or deputation mode as sanctioned by the Funding Agency.
- (ii) Age will be reckoned as on the closing date of the submission of 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 candidates appointed might be required to pass the qualifying examination for computer knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency (Training and Examination) Rules, 2006.
- (iv) The candidates appointed might be required to pass the qualifying examination for Hindi and/ or Gujarati languages as prescribed to the employees of Govt. of Gujarat.
- (v) The candidate appointed shall be required to furnish a security and surety bond in such form, for such amount and for such period as may be prescribed by Savli Technology & Business Incubator.
- (vi) The applications for the above posts should be filled and submitted before the deadline, ONLINE only and no other method of submission shall be acceptable.

- (vii) The applications received after due date will not be considered under any circumstances.
- (viii) Persons already in service, must submit a documentary evidence of prior intimation having submitted to the Head of the Institution, as per the format prescribed in Appendix, 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.
- (ix) Late, Incomplete Applications, Application without self-attested copies evidencing age, caste certificate (if applicable), academic qualifications, and work experience will be summarily rejected.
- (x) 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.
- (xi) STBI reserves the right to cancel the recruitment for all/any of the post without giving any reason.
- (xii) 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.

Dr. A. N. Bhadalkar
Director
Savli Technology & Business Incubator

Appendix

PRIOR INTIMATION (PI) LETTER FROM AN EMPLOYEE TO HIS/HER ADMINISTRATIVE OFFICE FOR SUBMISSION OF APPLICATION

(On the Plain Paper)

Place:

Date:

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

.....

..... PIN:

Tel:..... Fax:

Email:

Subject: Prior Intimation for Submission of Application for the post of _____ at Savli Technology & Business Incubator, Dept. of Science & Technol., Govt. of Gujarat.

Sir/Madam,

I hereby, give prior intimation that I am applying for the post of _____ at Savli Technology & 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:

Employer Office Seal:

Signature:

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.