

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.04/2024; Dated: 27/12/2024

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.

STBI is looking for the following Contractual Position initially for 11 months (Extendable up to 03 years) subject to extension of approval and release of funds; essentially co-terminus after completion of contract Period (or as decided by STBI) to be filled:

(A) Position: Assistant Manager (Investment/Finance)

Monthly Pay:	Rs. 50,000/-		
Max. Age	39 years	No. of Positions:	1
Educational Qualifications	<p>Master's degree in Business Administration/ Management in the subject of Finance OR Project Management OR Banking & Finance 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>Master's degree in Commerce in the subjects of Finance OR Accounting OR Economics 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>Master's degree in Arts in the subjects of Economics 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>Registered Fellow of The Institute of Chartered Accountants of India OR Holder of Charter of any of the Financial Analysts Federations;</p>		
Work Exp.	About Two years of experience after Masters' degree in Business Administration/ Management OR Commerce OR Science OR Arts 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><u>Desirable Work Experience:</u></p> <p>From amongst years of work experience, about one year of experience is in the field of Investment OR Valuation OR Financial Analysis OR Incubation & Entrepreneurship Development for developing Technology driven Start-Ups</p>
<i>Roles and Responsibilities</i>	<p>Undertake activities required for day-to-day functioning, trouble-shooting, tacit & strategic developments, etc. of the Incubator esp.</p> <p>Research industry-specific financial developments including broad economic trends, business trends, financial forecasting, funding opportunities, etc.</p> <p>Develop and implement comprehensive financial strategies, risk-mitigation measures, etc.</p> <p>Develop business models, monitor key financial matrices, KPIs, etc. for strategic decisions for impactful/ profitable investments/ divestments, etc.</p> <p>Undertake Financial Due Diligence and Analyse financial statements to evaluate investment opportunities</p> <p>Assess the performance of investees or missed investees, etc.</p> <p>Keep track of and analyse the financial performance of start-ups and manage the Investment Portfolio</p> <p>Assist Start-ups/ Incubator in raising/ securing funding</p> <p>Translate financial data into detailed presentations and easy-to-understand financial reports</p> <p>Communicate with patron investors, investees, evaluating agencies, etc. coordinating to align everyone's needs</p> <p>Ensure compliance with all relevant financial regulations with accurate financial record-keeping and reporting for the incubator</p> <p>Stay up to date with new technologies and market conditions</p> <p>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</p>

1. Mode:

Advertisements for recruitment to the above position on purely contractual mode (for 11 months subject to extension of approval of approval and release of funds; essentially co-terminus after completion of Contract Period 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.

2. General Instructions:

- (i) The candidate appointed for the above contractual post 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 JANUARY 12, 2025.**
- (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.

3. 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 within the size limit given in the form). 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

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 12-01-2025 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.
 - b) If selected for the position applied, what can you contribute to STBI?
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.

Appendix 1
(FORMAT PRESCRIBED FOR)
PRIOR INTIMATION (PI) LETTER FROM AN EMPLOYEE TO ADMINISTRATIVE
OFFICE OF 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]

.....

..... 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

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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 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:

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Address of Present Office:

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Residential Address:

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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.