



**Advt. No. MSH/1/2023-MSH-DIC/01**

**MEITY STARTUP HUB**

**DIGITAL INDIA CORPORATION**

Ministry of Electronics and Information Technology, Govt. of India

**Delhi Office:** Electronics Niketan, 6 CGO Complex, Lodhi Road,

New Delhi - 110003 Tel.: +91 (11) 24301244

Website: [www.meitystartuphub.in](http://www.meitystartuphub.in)

**WEB ADVERTISEMENT**

**06.02.2023**

MeitY Startup Hub (MSH) as Independent Business Division (IBD) within Digital India Corporation (DIC) is mandated with creating, strengthening and accelerating the growth of startup ecosystem across India, with particular focus on electronics and IT-based startups. MSH utilizes various digital integration and implementation tools as well as Analytics to capture and integrate data from all MEITY TIDE 2.0 Centres, COEs, start-ups, investors, mentors, service providers, freelancers, academic institutions, industries and other stakeholders involved in the startup ecosystem to connect them to the global community of investors, mentors, corporates, experts, entrepreneurs, MSMEs, institutions / international funding agencies supporting the cause of sustainable techno-socio-economic development of India.

MSH is engaged with startups via providing them access to funding, corporate partners, investor connect, digital platform for resource aggregation, visibility and promotion of startup successes via social media campaigns. Also, MSH implements the various startup related schemes of MeitY such as TIDE 2.0, and SAMRIDH. It is also responsible for engaging with and supporting more than 50+ COEs of MeitY, 51 TIDE 2.0 centres, and 22+ accelerators that are funded by the schemes. Aside from these programs, MSH also organizes capacity building workshops and enables participation of startups in international and domestic events and programs. Also, MSH has various programs with foreign countries for international expansion of Indian startups.

To undertake these activities and functions, MSH engages experts and professionals from government and market. The judicious mix of talent will ensure that government is equipped with a broad spectrum of resources for successful design and exception of various startup



related programs and initiatives. MSH is currently inviting applications for the following positions purely on Contract/ Consolidated basis.

Sr. No.	Positions	No. of positions
1	Program Director	2
2	Senior Manager/Consultant	3
3	Finance Manager/Consultant	1
4	Executive Staff/Consultant	3

Screening of applications will be based on qualifications, age, academic record, expertise, and relevant experience. MSH reserves the right to fix a higher threshold of qualifications and experience for screening and limiting the number of candidates for interview. Only shortlisted candidates shall be invited for selection interviews. MSH reserves the right not to select any of the candidates without assigning any reason thereof.

The details can be downloaded from the official website of MeitY Startup Hub

Eligible candidates may apply ONLINE: <https://ora.digitalindiacorporation.in/>

**LAST DATE OF RECEIVING APPLICATION : 21.02.2023**

## 1. Job Description

**Name of the Post:** Program Director

**Position Type:** Full Time

**No. of Post(s):** 02

**Location:** New Delhi

MeitY Startup Hub (MSH) is an independent business division, under Digital India Corporation, aimed at strengthening the tech start-up ecosystem in the country. MSH acts as a hub to ensure synergies among all the incubation centres, Centres of Entrepreneurships, societies of MeitY, and other existing platforms. For the purpose of effective implementation of its objectives, MSH seeks the support of qualified, experienced and dynamic candidates.

### **Roles and Responsibilities:**

- **Partnerships** - Lead the initiatives to develop strong partnerships with large corporates, multi-lateral institutions, and government ministries/agencies, to bring resources and support for the startup ecosystem
- **Investments** - Lead the startup investment vertical to develop and implement programs and initiatives to provide greater funding support to MSH startups via engagement with the domestic and international investment community of HNIs, Angel Networks, VC funds, and Family Offices
- **Scheme Management** – Manage the various startup schemes such as TIDE 2.0 and SAMRIDH. Perform the necessary tasks such as coordinating with the incubation centres, accelerators and startups that are beneficiaries of the schemes. Provide Monthly reports on the performance of the scheme.
- **Ministerial Coordination** - coordinate with the various divisions of the MeitY regarding successful execution of the MeitY funded projects.
- **New Scheme Development** - Responsible for engaging with stakeholders and conceptualizing and writing concept notes on new high-impact schemes for tech startups
- **Finance Management** – monitoring the finance function and ensuring compliance with government rules, guidelines and norms for financial management with regards to MSH schemes budget

### **Skills and Abilities:**

- Proven leadership experience in the design, implementation and management of large programs (governments, corporates, foundations, international organizations, academic

organizations, large incubators, consulting firms etc.)

- Strong strategic, creative and analytical skills to develop innovative pilot programs in complex environments
- Aptitude for long-term stakeholder management, and an output orientation for success in the complex environment
- Direct experience in government or government-facing consulting will be a plus
- Strong analytical skills, including operational and financial analysis, benchmarking, and trend analysis.
- Strong verbal and written communication skills with the ability to articulate results and issues to the team;
- Proven ability to work creatively and analytically in a problem-solving environment
- Ability to independently lead and execute projects
- Ability to thrive in a fast-paced, dynamic start-up environment

**Qualifications:**

- Master's degree in any field of science, technology, engineering, business or quantitative social science.
- 6-12 years of professional work experience in one or more of the following areas – start-up, acceleration, incubation, investments
- Prior experience at a government start-up agency is preferred

**Tenure:** Contractual role for 2 years (extendable)

## 2. Job Description

**Name of the Post:** Senior Manager/Consultant

**Position Type:** Full Time

**No. of Post(s):** 03

**Location:** New Delhi

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### **Roles and Responsibilities:**

- Building a Pan-India MSH community of investors, service providers, mentors, and entrepreneurs.
- Conducting challenges/hackathons/programs for the benefit of startups in collaboration with partners
- Developing and execution of workshops/webinars, and startup capacity building content in partnership with industry and academia
- Coordination with different stakeholders in MeitY for the overall successful running and execution of various MSH startup schemes and programs
- Coordinating with the MSH-supported incubators, accelerators, and other implementation partners for effective execution and outcome delivery.
- Engaging with other central government ministries/bodies for conceptualizing and executing high impact inter-ministerial startup programs/schemes.
- Executing the MSH startup school and MSH gurukul programs and onboarding mentors
- Conducting various local and national level events to engage and showcase
- Leading the various research & analytics for programs of MSH to enhance its performance by ensuring research-based global benchmarking and best practices implementation.

- Measuring, monitoring & reporting on program performances in report and presentation formats.
- Supporting in the social media, marketing, and branding activities of MSH
- Preparing newsletter, articles, coffee table books and other publications of MSH

**Skills and Abilities:**

- Ability to thrive in a fast-paced, dynamic start-up environment.
- Passion and commitment to startups.
- Efficient at multitasking, goal-oriented, hard-working, positive disposition
- Excellent artistic and creative design skills
- Excellent written and oral communication skills
- Ability to independently lead and execute projects
- Advanced Excel skills, Word and PowerPoint skills.
- Proven ability to work creatively and analytically in a problem-solving environment.
- Ability to independently lead and execute projects.

**Qualifications:**

- Master's degree in Engineering, Business, Journalism, or other related & relevant disciplines.
- 5-9 years of work experience at an angel investor/Venture capital network, accelerator/incubator, marketing consulting firm, or start-up.
- Experience in data analysis, public speaking, power point presentation preparation, and stakeholder communications.

**Tenure:** Contractual role for 2 years (extendable)

### 3. Job Description

**Name of the Post:** Finance Manager

**Position Type:** Full Time

**No. of Post(s):** 01

**Location:** New Delhi

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#### **Roles and Responsibilities:**

- Implement the long-term financial strategy
- Prepare financial reports and interpret financial information for the management team while recommending further courses of action.
- Manage and monitor the Public Finance Management Systems (PFMS) account of MSH
- Engage with MeitY finance division and other stakeholders for ensuring effective coordination of MSH schemes and programs
- Administer cash flow, cash management, working capital, and audits
- Advise and maintain a charter of investment-related activities and provide strategic insights to the stakeholder as and when needed.
- Aid in internal and external audits and conduct periodic reviews and evaluations of company's overall finances.
- Manage the preparation and publication of department and organisation financial documents.
- Liaise with auditors to ensure appropriate monitoring and flow of company finances.

#### **Skills and Abilities:**

- Financial management and budgeting
- Excellent organizational and interpersonal skills.
- Excellent communication and presentation skills.
- An analytical approach to work.
- High numeracy and sound technical skills.
- Problem-solving skills and initiative.
- Negotiation skills and the ability to influence others.

- Strong attention to detail and an investigative nature.
- Good time management skills and the ability to prioritise
- Ability to work as part of a team and to build strong working relationships

**Minimum Qualifications:**

- 3-7 years of experience in handling the key financial statements of government agencies and/or large corporates
- CA/CFA/MBA (Finance) and other relevant professional courses.
- Excellent excel based financial modelling, budget preparation, forecasting, and analysis experience
- Experience in managing finance at a government organization/agency/department
- Experience working with Public Finance Management Systems (PFMS)
- Extensive understanding of financial trends both within the company and general market patterns
- Strong interpersonal, communication and presentation skills
- A solid understanding of financial statistics and accounting principles
- Working knowledge of all statutory legislation and regulations

**Tenure:** Contractual role for 2 years (extendable)



## 4. Job Description

**Name of the Post:** Executive Staff/Consultant

**Position Type:** Full Time

**No. of Post(s):** 03

**Location:** New Delhi

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### **Roles and Responsibilities:**

- Maintaining administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.
- Manages office calendar to ensure effective and efficient staff time utilization
- Coordinating for routine operations of MSH including handling correspondences, scheduling meetings, making travel arrangements, and supporting visitors.
- Providing calendar support to the CEO to ensure all the meetings are properly documented and recorded
- Ensuring workability of equipment, assisting with periodic maintenance needs, calling for repairs and evaluating new requirements.
- Maintaining supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
- Providing analytical and research support to MSH

### **Skills and Abilities:**

- Excellent organizational and interpersonal skills.
- Ability to grow in a fast-paced, ambiguous environment.
- Efficient at multitasking, goal-oriented, hard-working, positive disposition
- Proven ability to work creatively and analytically in a problem-solving environment.
- Excellent written and oral communication skills
- Ability to thrive in a fast-paced, dynamic start-up environment.

### **Minimum Qualifications:**

- Graduate/Diploma holder from a recognized institute or equivalent education required in relevant discipline.



- 2-6 years of experience in office management activities is desirable.

**Tenure:** Contractual role for 2 years (extendable)

## **General Conditions Applicable To All Applicants Covered Under This Advertisement**

1. The years of experience mentioned as a requirement shall be post-qualification for all posts.
2. MSH reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
3. The positions are purely temporary in nature for the project of MSH and the appointees shall not derive any right or claim for a permanent appointment at MSH or on any vacancies existing or that shall be advertised for recruitment by MSH in future.
4. MSH reserves the right to terminate the appointments of all positions with a notice of one month or without any notice by paying one month's salary in lieu of the notice period.
5. The maximum age shall be as of the last date of receipt of the applications. Screening of applications will be based on qualifications, age academic record and relevant experience.
6. In case of a query, the following officer may be contacted

**Ms Neha Prakash**

Electronics Niketan,

6-CGO Complex Lodhi Road, New Delhi – 110003

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