

Job Description of Administrative Executive

Job Title	Administrative Executive
Nature of Appointment	Contract for 3 years or co-terminus with AIC STPI Bengaluru, whichever is earlier, which may be renewed based on performance subject to extension of project tenure
Age limit	Below 35 years (relaxation permissible for deserving candidates)
Location	Bengaluru, Karnataka
Experience	2-3 years
Qualification	B.Com / M.Com / MBA (Finance) or equivalent
Remuneration	Rs. 50,000/- per month
Role Summary	The Administration Executive will be responsible for end-to-end administrative, financial and grant-management activities of AIC STPI Bengaluru. The position requires strong financial expertise and the ability to independently manage accounting, statutory compliance, grant utilization, documentation, procurement support and government-related financial processes.
Key Responsibilities	Finance & Accounts • Manage day-to-day accounting and financial operations of the Centre using Tally/ERP. • Handle vouchers, ledgers, bank reconciliation, vendor payments, bills, invoices, reimbursements and financial documentation. • Prepare Income & Expenditure statements, Receipts & Payments statements, MIS reports and financial summaries. • Maintain budget-head-wise expenditure tracking and financial records. • Strong Excel/data management and MIS reporting skills. Grant & Government Financial Management • Support management of AIM/STPI grants, including grant utilization, balance tracking and budget-head-wise monitoring. • Prepare and maintain Utilization Certificates (UCs), expenditure statements and supporting documents. • Handle/coordinate PFMS-related processes, grant releases and utilization documentation. • Support financial reporting required for AIM, STPI, PMG, Governing Board and audits. Statutory Compliance • Coordinate GST, TDS, PF, ESI and other applicable statutory compliances. • Coordinate with Chartered Accountant, auditor and statutory consultants. • Ensure timely maintenance of records required for audit and statutory review. Administration & Procurement • Handle day-to-day administration of the Incubation Centre. • Maintain vendor records, quotations, purchase documentation, work orders, invoices and contracts. • Support procurement processes in accordance with applicable government/STPI procedures and financial protocols. • Maintain assets, inventory and equipment-related records.

	e-Office & Government Processes • Manage e-Office/Parichay file creation, movement, tracking and documentation. • Prepare notes, statements and supporting documents for internal approvals. • Track pending approvals and ensure timely closure of administrative matters.
--	--

Mode of receiving applications: Applications shall be invited online.

Selection process:

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

General terms & conditions:

- (i) The Administrative Executive shall report to CEO or STPI Jurisdictional Director as decided by the STPI Jurisdictional Director.
- (ii) Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
- (iii) Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
- (iv) Mere submission of application does not entitle candidates to be called for test and/or interview.
- (v) STPI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- (vi) 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.
- (vii) 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.
- (viii) The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age and academic record and relevant experience.
- (ix) Any litigation will be subject to the jurisdiction of Delhi courts.
- (x) Contract may be renewed based on performance. Work location can change based on mutual agreement.

Job Description of Marketing & Project Coordinator

Job Title	Marketing & Project Coordinator
Nature of Appointment	Contract for 3 years or co-terminus with AIC STPI Bengaluru, whichever is earlier, which may be renewed based on performance subject to extension of project tenure
Age limit	Below 35 years (relaxation permissible for deserving candidates)
Location	Bengaluru, Karnataka
Experience	2-3 years
Qualification	MBA – Marketing / Business Development / Communications or equivalent
Remuneration	Rs. 50,000/- per month
Role Summary	The Marketing Coordinator will support AIC STPI Bengaluru's startup outreach, business development, ecosystem partnerships, marketing, digital presence and program execution. The role requires a combination of business development, startup ecosystem engagement, digital marketing, social media management and AI-enabled communication skills.
Key Responsibilities	Startup Outreach & OCP • Drive outreach for Open Challenge Programs (OCPs), incubation programs and startup initiatives. • Build and maintain startup databases and outreach networks. • Coordinate with universities, incubators, accelerators, industry bodies, startup communities and technology ecosystems. • Support startup application campaigns and screening processes. Business Development & Partnerships • Identify and develop partnerships with corporates, GCCs, industry, academia, investors, hospitals, technology companies and CSR organizations. • Develop and maintain a structured partnership/business development pipeline. • Support the complete partnership cycle — prospect identification, communication, meetings, proposals, MoUs, program execution and follow-up. • Identify opportunities for CSR support, sponsorships, industry program and revenue-generating partnerships. • Support investor engagement, investor databases, roundtables and startup-investor connects. Marketing & Digital Presence • Manage AIC STPI Bengaluru's LinkedIn/social media channels, website content, newsletters and digital communication. • Develop compelling content around startups, program, partnerships, achievements and ecosystem initiatives. • Create startup stories, founder stories, event campaigns, announcements, press releases and institutional communication. • Develop content calendars and track digital engagement and analytics. • Coordinate photography, videography, creatives and external marketing agencies/vendors wherever required.

	Digital Marketing • Demonstrate strong working knowledge of digital tools for content creation, research, communication, campaign planning, data analysis and productivity. • Use platforms such as Canva and other digital marketing/content tools for creating professional communication material. • Use analytics tools to measure campaign performance and improve outreach. Programs & Event Management • Plan and coordinate OCPs, workshops, training programs, Demo Days, investor engagements, hackathons and ecosystem events. • Maintain an annual/quarterly events and engagement calendar. • Coordinate speakers, mentors, investors, partners, startups, vendors and other stakeholders. • Ensure timely execution, communication and post-event reporting. Startup Marketing Assistance • Coordinate implementation of Marketing Assistance for eligible incubated startups. • Understand startup marketing requirements and coordinate with appropriate agencies/vendors. • Support branding, digital campaigns, exhibitions, product visibility, market access and customer-acquisition initiatives. • Track utilization and outcomes of marketing support.
--	---

Mode of receiving applications: Applications shall be invited online.

Selection process:

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

General terms & conditions:

- The Marketing & Project Coordinator shall report to CEO or STPI Jurisdictional Director as decided by the STPI Jurisdictional Director.
- Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
- Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
- Mere submission of application does not entitle candidates to be called for test and/or interview.
- STPI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.

- (vi) 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.
- (vii) 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.
- (viii) The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age and academic record and relevant experience.
- (ix) Any litigation will be subject to the jurisdiction of Delhi courts.
- (x) Contract may be renewed based on performance. Work location can change based on mutual agreement.
