



Advt. No: SO/I/2023-24/318/2408

Date: 06.10.2023

## ADVERTISEMENT

(Deputation of Officials to Startup Odisha)

STARTUP ODISHA, a Startup, Innovation & Entrepreneurship Promotion Organization under MSME Department, Govt of Odisha, has been incorporated on 30<sup>th</sup> March, 2021 under the Companies Act, 2013 as a Section 8 Company to establish, develop and strengthen an enabling ecosystem for Startups and entrepreneurs in the state of Odisha.

Startup Odisha invites applications from interested and eligible officers/ officials from Central Govt. / State Govt./PSU/Autonomous Bodies, for filling up following position on deputation basis:

SI	Designation	No of Posts
01	Vice President - Knowledge, Innovation & Digital Infrastructure	1
02	Vice President- Startup Ecosystem and Capacity Building	1
03	Associate Vice President - Institutional and Corporate Collaboration Development	1
04	Associate Vice President - Capacity Building	1
05	Manager – Initiatives	1
06	Manager – Programmes	1
07	Manager - Startup Onboarding, Monitoring and Facilitation	1
08	Deputy Manager – Centres of Excellence and Labs [O-Hub]	1

For wider range of choice and to attract right professionals from Govt/PSUs, applications from officials working in pay level 10, 11, 12, 13, 13A and 14 in CPC or equivalent rank in ORSP of other states will be accepted and based on their suitability they may be offered a suitable pay scale. The Deputationist will draw all the perks/allowance and other benefits as per their entitlement in their parent organization apart from the pay level they are appointed.

### JOB DESCRIPTION

a) **Vice President - Knowledge, Innovation & Digital Infrastructure**

The Vice – President shall be responsible for developing, managing, and leading external research [including development of futuristic perspectives – domain/technological/sectoral], global data collection and knowledge management, infrastructure required for the data collection and broadcast, communications, and branding. The Vice-President shall develop roadmaps, departmental cadence structure [“rhythm of business”] and deliverables as per the roadmap and the cadence structure, and work allocations to Associate Vice Presidents. Further, all research and branding activities shall be represented by the Vice-President and hence, governance as per the strategies, codes of conduct and ethics shall be the responsibility of the

2nd Floor, Tower-A, Odisha Startup Incubation Centre (O-Hub)

Special Economic Zone Road, Chandaka, Bhubaneswar -751024, Odisha

✉: startup.odisha@gov.in 🌐: www.startupodisha.gov.in ☎Toll Free: 1800-345-7100 📞0674-2586176/2586177

CIN : U91990OR2021NPL036045 GST No.: 21ABFCS8152E1ZK

officer. Furthermore, the appointee shall spearhead development, monitoring and tracking institutional & private innovation infrastructure in the state.

**b) Vice President- Startup Ecosystem and Capacity Building**

The Vice-President thus appointed shall be responsible for facilitating institutional and private-led innovation ecosystem development activities, as well as populating the infrastructure through effective programme and initiative delivery and capacity building of the ecosystem. The appointee shall be responsible for effective implementation and delivery of initiatives for all stakeholders as enlisted in the Startup Policy. Further, monitoring and tracking the progress of all programmes, activities & initiatives, and infrastructure of the state shall be the responsibility of the Vice-President. Interpretation of research outputs, relevant outreach, policy advocacy and mapping them as per the requirements of ecosystem promotion and development shall be the responsibility of this Vice-President.

**c) Associate Vice President - Institutional and Corporate Collaboration Development**

The Assistant Vice President – Institutional and Corporate Collaboration Development shall be responsible for proposing and facilitating G2G, as well as industry-body/specialized bilateral innovation exchange relations, as well as national R&D, innovation, industrial agencies for the purposes of the innovation ecosystem of the state.

**d) Associate Vice President - Capacity Building**

The Associate Vice-President – Capacity Building shall be responsible for all initiatives and programmes that develop ecosystem capacities to participate in the programmes and initiatives, leading to the population of the infrastructure and meeting the requirements of the policy. Capacity building activities primarily include workshops and training programmes. The Associate Vice President shall be responsible for conception, creation, and coordination of such programmes for startups, mentor and investor networks and incubation/acceleration/CoE/Lab's workforce of the state.

**e) Manager – Initiatives**

The Manager – Initiatives shall be responsible for driving policy-led initiatives, corporate innovation initiatives and special initiatives as considered necessary for developing an all-inclusive ecosystem for growth, including planning of agendas, timelines, resource allocations and agency/service-provider onboardings on perpetual relations.

**f) Manager – Programmes**

The Manager – Programmes shall be responsible for implementing sectoral/domain-driven/stage-driven programmes as well as outreach programmes and events [yatras, summits,

mega conferences, and exhibitions], including planning of agendas, timelines, resource allocations and agency/service-provider onboardings on perpetual relations.

**g) Manager - Startup Onboarding, Monitoring and Facilitation**

The Manager - Startup Onboarding, Monitoring and Facilitation shall be responsible for spearheading the activities of onboarding of startups, as well as managing the accruals of approved benefits, incentives and assistance to onboarded and recognized startups.

**h) Deputy Manager – Centres of Excellence and Labs [O-Hub]**

The Deputy Manager shall be responsible for coordinating and managing the CoEs and Labs established within the O-Hub infrastructure [programme, participation, stakeholder, and business management].

**ELIGIBILITY**

- 1) Holding post on regular basis in pay level 10, 11, 12, 13, 13A and 14 in CPC or equivalent rank in ORSP of other states in the parent cadre / department.
- 2) Experience in Startup/Innovation/Entrepreneurship related ecosystem.

**GENERAL CONDITIONS:**

- 1) The last date of receipt of complete application is **27.10.2023 by 05:00 pm**. The last date is the cut-off date for all purposes including Age/Qualification/experience etc. Application received at Startup Odisha beyond cut-off date will not be considered.
- 2) Startup Odisha will have full discretion to fix separate minimum criteria for shortlisting and criteria for interview.
- 3) The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to advertisement is large, it will not be convenient or possible for the Selection Board to call for interview to all those candidates. So, the committee may restrict the number of candidates to be called for interview to a reasonable limit on the basis of relevant experience for the position prescribed in the advertisement as per the specific requirement of the Company and/or any other benchmark decided by a committee constituted to screen the applications. No correspondence will be entertained with candidates who are not called for Interview. Since the appointments are to be made on deputation basis, Search cum Selection Committee may dispense with the requirement of personal interview for senior positions and offer the post to the suitable persons as may be decided by Search cum Selection Committee. The Search cum Selection Committee may also offer the position to **a person who has not applied for the job.**

- 4) Canvassing in any form will be treated as disqualification of candidature. No interim correspondence/inquiry will be entertained.
- 5) Candidates should apply through proper channel only. However, they may send an advance copy to Startup Odisha and required to produce NOC at the time of interview.
- 6) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization /department of the Central Govt. shall ordinarily not exceed five years.
- 7) Deputationist shall not be eligible for consideration for appointment by promotion. The maximum age limit for appointment on deputation shall be not exceeding 50 years as on the closing date of receipt of application.
- 8) Application in prescribed format (Annexure A) to be sent to the office of Startup Odisha along with the certificate of the cadre controlling authority/employer (Annexure B) and attested copies of APARs latest by 5 PM on 27.10.2023. The applicants are also required to attach a brief CV along with the prescribed application form.
- 9) Startup Odisha has the right to cancel the recruitment process at any stage, without assigning any reason thereof.
- 10) Any discrepancies found in the certificates will attract the disqualification of applications. Non-production of the original certificates at the time of interview/joining will also make the candidate disqualified.
- 11) No travelling advance will be paid for attending the interview.
- 12) The candidates need to make their own stay arrangements. Startup Odisha will not be responsible for any accommodation arrangements.
- 13) At present, the place of posting is at Bhubaneswar, Odisha.
- 14) The name of posts mentioned are subject to change to reflect the functions and hierarchy.

Sd/-  
(Chief Administrative Officer)  
Startup Odisha

Advertisement No:

Position Applied for:

Mode of recruitment: On deputation basis

**Format of the Application Form**

- 1) Name and address (in Block Letters):
- 2) Date of Birth (DD/MM/YYYY):
- 3) Date of retirement under Central/State Govt. rules:
- 4) Educational Qualifications:

SI	Degree	Board / University	result

- 5) Whether eligibility conditions are fulfilled: (Yes/No)
- 6) Details of employment, in chronological order. Enclose a separate sheet duly Authenticated under your signatures if the space below is insufficient.

SI	Employer Name	Designation	Duration	Nature of job	Pay level/scale of pay

- 7) Nature of present employment i.e. permanent/temporary/ad-hoc:
- 8) In case the present employment is on deputation/contract basis, please state:
  - a. The date of initial appointment:
  - b. Period of appointment on deputation / contract:
  - c. Pay level / pay scale
- 9) Name of the parent office/organization to which you belong:
- 10) Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.):  
(Central Government / State Government / Autonomous organization / Government Undertaking  
Universities / CPSU / SPSU / Others)

11) Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:

12) Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the re-revised scale of pay:

13) Total emoluments per month now drawn: (pay scale / pay level)

14) Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to

I. Additional academic qualifications:

II. Work experience over and above prescribed in the Vacancy Circular/  
Advertisement

15) Whether belongs to SC/ST/OBC (if yes, please specify):

16) Remarks (The candidates may indicate information with regard to

I. Research/publications and reports and special projects

II. Awards Scholarship/Official Appreciation

I have carefully gone through the advertisement, and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post

Signature of the candidate

Official Address:

Countersigned (Employer with seal)

**Certificate to be submitted by the Cadre Controlling Authority/Employer**

- 1) The certificate that the particulars furnished by the officer have been checked from available records and found correct.
- 2) Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
- 3) Certified that no vigilance /disciplinary case are either pending or contemplated against the applicant.
- 4) Integrity of the applicant is certified as 'Beyond Doubt'.
- 5) It is certified that no major/minor penalties have been imposed on the applicant during the last 10 years (alternatively, penalty statement during the last 10 years may be enclosed)
- 6) Up-to-date CR dossier of the applicant /attested photocopies of APAR for the last 5 years (2018-2019 to 2022-2023). Photocopies of APAR have been attested on each page by the Head of the department.

Signature\_\_\_\_\_

Name, Designation & Telephone of the forwarding Officer not below the level of under secretary or equivalent (Office Stamp)

Date:

Place: