



AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India)
C/o STPI, Ganga Software Technology Complex, Sector-29, Noida-201303



Ref. No. STPI/NOI/TECH/COE/EPD/2025-2026/7

Date:31.07.2026

EMPLOYMENT NOTICE

Applications are invited online from the eligible candidates for the position of **Finance Executive** (FE) and **Administration Executive** (AE) for Electeropreneur Park 2.0 which is a Centre of Entrepreneurship (CoE) in Electronics Sytem Design and Manufacturing (ESDM). The vacancies are proposed to be filled-up purely on contract basis for a period of three years or co-terminus with CoE, whichever is earlier, which may be renewed based on performance subject to valitidty of project tenure.

For detailed information and to submit online applications for the aforementioned positions, interested applicants may visit the website of the company www.stpinext.in or <https://noida.stpi.in> or <https://stpi.in/>. Last date for submission of application is 21 days from the date of publication of this notice.

Ref.No. STPI/NOI/TECH/COE/EPD/2025-2026/7**Date : 31.07.2026**

Job Title	Finance Executive for Electropreneur Park 2.0 (A CoE in ESDM domain)
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier
No. of Post	1 (One)
Location	Delhi
Age limit	Below 35 years. (Relaxation permissible for deserving candidates)

Eligibility Criteria-**(a) Educational and other qualifications-**

- Essential: Graduate from a recognized university.
- Desirable: Post-Graduation in Commerce or MBA (Finance) or equivalent

(b) Work Experience -

Should have 3 Years of experience in Finance and Accountancy and experience preferably in Personnel/ Administration/ Vigilance in incubation management & Incubation Ecosystem.

Key Skills:

- Previous experience of leading an ambitious organization with demonstrable success.
- Shall possess strong verbal and written communication skills.
- Ability to effectively manage internal and external stakeholders.
- Working knowledge of tally and other accounting software

Job Description:-

Selected candidate shall be part of the Core Team of CoE and would be responsible for the finance related works of the CoE. The duties & responsibilities of finance executives shall include but not limited to:

- Maintenance of Books of Accounts.
- Receipts of various services.
- Payment to various service providers/contractors etc.
- Operation of Bank Accounts:
 - o Operation of Receipt/Payment Account
 - o Liaison with bank for any other day to day work.
- Statement of Fund Management and Cash flow.
- Tax Matters:

- o Income Tax on Salaries.
- o Tax deducted at source on payment.
- o TDS recoverable a/c.
- o Goods & Service Tax.
- o Filing of returns like Income Tax, GST etc.,
- Finalization of Accounts - Internal Audit & statutory Audit.
- Co- ordination with other groups in financial matters.
- Service agreement for various services.
- Co-ordination on all issues and queries related to Finance.
- Process owner for budgeting an accounting of services.
- Knowledge of Word, Excel, PowerPoint and other productivity tools.
- Provide information for management reporting and prepare reports as necessary.
- To manage and run day-to-day operations of CoE
- Preparing Monthly /Quarterly /Annual Performance reports.
- Maintenance records of Assets of the CoE
- Preparation of Management Reports / Presentations.
- Preparation of Annual Budget
- Provide information for management reporting and prepare reports as necessary.
- Additional duties as and when assigned.

Compensation: ₹ 40,000/- (Rupees forty thousand only) per month (relaxation as per industry standards permissible for deserving candidates).

How to apply: Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.stpinext.in or <https://noida.stpi.in> or <https://stpi.in/>.

General terms & conditions for recruitment shall include the following:

- (i) The Finance Executive shall report to Head of CoE 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 requirement

Ref.No. STPI/NOI/TECH/COE/EPD/2025-2026/7

Date : 31.07.2026

Job Title	Administration Executive (AE) for Electropreneur Park 2.0 (A CoE in ESDM domain)
Nature of appointment	Contract for 3 years or co-terminus with CoE, whichever is earlier
No. of Post	1 (One)
Location	Delhi
Age limit	Below 42 years. (Relaxation permissible for deserving candidates)

Last date of receipt of applications: Within 21 days of publication of advertisement.

Eligibility Criteria-

(a) Educational and other qualifications-

- **Essential:**
Graduate from a recognized university.
- **Desirable:**
Post-Graduation in Management

(b) Work Experience-

Minimum 5 years of work experience in the relevant field.

Key Skills:

- Knowledge of all domains & areas which constitute the start-up ecosystem
- Strong presentation, verbal, and written communication skills.
- Manage internal and external stakeholders effectively.
- Clearly demonstratable entrepreneurial skills and experience as an enabler for startups/Innovation ecosystem or in the role of an entrepreneur or start-up founder himself/herself.
- Knowledge of Word, Excel, PowerPoint and other productivity tools

Job Description-

Selected candidate shall be part of the Core Team of concerned CoE and would be responsible for the implementation and operations of the CoE. The duties & responsibilities of **Administration Executive** shall include:

- Document processes, procedures, and policies of the incubator and maintain office records
- Develop and leverage industry, academics, investors & institutional network for the benefit of the incubation and other programs of CoE
- Develop & manage a network of entrepreneurs, start-ups, mentors, institutions, funding agencies, investors and industries
- Ensure development of appropriate marketing material to promote incubated companies
- Organize events to facilitate collaborations, technology tie-up, business development

- Develop, implement new initiatives for incubation service offerings to entrepreneurs & start-ups
- Assist entrepreneurs in proposal writing, pitch deck, business development, fundraising as well as relevant linkages to established companies for business opportunities
- Manage outreach communications, e. g. website, newsletter, social media, digital marketing, PR etc.
- Co-ordinate and Organize training programs through workshop, mentorship, networking, seminars etc.
- Co-ordinate and conduct for various events of the CoE
- Other roles and responsibilities as may be identified by the CEO and COO

Compensation:

In the range of Rs. 50,000/- (Rupees fifty thousand only) per month (relaxation as per industry standards permissible for deserving candidates).

Mode of receiving applications: Applications shall be invited Online.

General terms & conditions for recruitment shall include the following:

- (i) The Administration Executive shall report to COO 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 a candidate is found ineligible on any grounds post his/her appointment, his/her services will be liable to be terminated without assigning any reason thereof. AIC STPINEXT INITIATIVES (A Section 8 Company incorporated by Software Technology Parks of India) C/o STPI, Ganga Software Technology Complex, Sector-29, Noida-201303
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- (ix) Any litigation will be subject to the jurisdiction of Delhi courts.
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