

## **About TREC-STEP and CI-TIC**

Recently TREC-STEP has been selected as the first Incubator for scaling-up its operations to world-class standards, under the NITI Aayog's Atal Innovation Mission – Existing Incubation Centre, AIM-EIC Project. So, with 3 decades of Business incubation experience, TREC-STEP is now expanding its Incubation presence and has launched its Chennai Innovation and Technology Incubation Centre, CI-TIC at Taylors Road, Kilpauk, Chennai. For this Centre we are looking at qualified manpower to take forward the committed mandates of TREC-STEP, towards promotion of innovative, high tech and high growth ventures that create new jobs and economic prosperity for our country.

### **1. Manager Start-up Promotion, Chennai**

The Manager Start-up promotion, MSP, shall be an important member in the core Incubation team of TREC-STEP and shall have the vital responsibility of executing various plans and schemes launched by TREC-STEP, for Technology Venture promotion and for the benefit of the start-up incubatees at CI-TIC.

#### **Responsibilities:**

- Managing regular Incubation activities at CI-TIC as per TREC-STEP's mission and Sponsor mandates.
- Primary responsibility for day-to-day smooth functioning of the CI-TIC, infrastructure, IT systems and facilities maintenance and upkeep. Overseeing the general administrative aspects of and its incubatees, ensuring smooth functioning.
- Managing media campaign for promotion and reach outs.
- Coordinate the successful organization of outreach events, pitching and training programs. Collecting feedback from participants and analysing program effectiveness and ideation for improvement, if needed.
- Liaison and networking with Government and other stakeholders such as Angel investors, Venture Capitalists, Mentors, Industry etc., in the larger Innovation and Entrepreneurship ecosystem in Chennai.
- Maintaining regular communication with TREC-STEP Trichy on updates and events at the CI-TIC Centre.

#### **Qualification and Requirements**

- Graduate in Engineering or Post Graduate any branch of Science, Mathematics, Economics or Management.
- Creative Go-getters, committed to development work and ability to function in Knowledge based environs.
- Preference for those having 3+ years' experience in dealing with start-ups/ private equity funds/related areas.
- Excellent communication and interpersonal skills and a self – driven personality.
- Experienced Candidates or retired professionals from the Industry, Government or Consultancy organizations, may apply for suitable positions.

The position is for 3-years on a contract basis with the possibility for extension based on performance. Interested Candidates are requested to kindly send in your Application and Resume, super-scribing the cover with the post applied for, as 'Application for **Manager Start-up Promotion**' to the address below or e-mail to [info@trecstep.com](mailto:info@trecstep.com)

The General Manager,  
TREC-STEP, Thuvakudi,  
Trichy – 620015.

To reach us **on or before 11<sup>th</sup> May 2018**