



## TAMIL NADU STARTUP AND INNOVATION MISSION (TANSIM)

(A Section 8, Company under the MSME Department, Government of Tamil Nadu)

Tamil Nadu Startup and Innovation Mission, under the brand StartupTN, is a Section 8 company established under the Companies Act, 2013, by the Government of Tamil Nadu. It serves as the policy and strategic plans implementation agency under the MSME Department. StartupTN's vision is to make Tamil Nadu a Global Innovation Hub and the most preferred destination for Startups.

### Call for applications for posts in TANSIM

#### Recruitment Guidelines

#### Designation with Roles & Responsibilities

Sl. No.	Position	Prior Experience	Salary Range*	No. of Positions
1	Project Associate	2+ years	Rs.25,000 to Rs. 50,000	13
Startup Ecosystem knowledge is a must				

\* All figures mentioned are Salary per Month. The fixation within the specified range may vary based on the experience and exposure to the Startup Ecosystem.

**The vacant positions are as follows:**

Designation	No. of positions
Project Associate – Fablabs – Tech Assistant	3
Project Associate – Investment Initiatives	2
Project Associate – Incubation & Acceleration	1
Project Associate – Regional Startup Hub	3
Project Associate – Community Initiatives	1
Project Associate – Project Management Unit	3

## **Terms of Employment**

Recruitment is on a contract basis and consolidated monthly pay for a term of three years. The contract will be renewed year-on-year based on performance of the individual.

## **1. Job Descriptions**

### **Roles and Responsibilities of Project Associates (PA)**

#### **Common Roles and Responsibilities**

- Supporting the team leadership in all aspects.
- Coordinating programs and assignments by ensuring effective implementation of the Startup and Innovation programs across the State.
- Overseeing and monitoring beneficiaries by deploying best practices for post program engagement and support.
- Processing applications/ proposals/ claims of beneficiaries with due diligence.
- Preliminary scrutiny of applications/ proposals/ claims for the various initiatives of StartupTN.
- Facilitating projects, meeting timelines, measuring the impact, collecting feedback and reporting the metrics are an integral part of the job.
- Handle any other work related to StartupTN assigned from time to time by the management.
- Maintain strong relationships with the internal and external stakeholders.

### **Specific Roles and Responsibilities of Project Associates**

#### **Project Associate: FabLabs (Tech Assistant)**

- Responsible for assisting the innovation labs.
- Have knowledge and exposure to tools and techniques for prototyping innovative solutions using creative technologies covering IoT sensors, edge computing & networks, additive manufacturing, industrial automation, robotics, artificial intelligence, AR/VR etc.
- Preference will be given for experience working with leading industry 4.0 or digital transformation projects in small to mid-sized manufacturing companies; working with industry sponsored innovation/research CoEs in academia; developing curriculum / courses and delivering industrial skills training programs in emerging digital technologies; implementing systems integration for

deployment of industry 4.0 solutions in factories.

### **Project Associate – Investment Initiatives**

- Support on-boarding of investors on to the StartupTN platform.
- Curate and manage databases on relevant investors and funds that can be enabled for startups.
- Be the on-ground point of contact for all the funding related queries from startups and investors/ funding community and escalating critical issues to the senior management.

### **Project Associate – Incubation & Acceleration**

- Coordinate with the incubation and acceleration team at StartupTN and relevant stakeholders such as incubators and accelerators to disseminate information pertaining to schemes, etc.
- Support data collection, maintain and update the database of all the incubators/ accelerators in Tamil Nadu.
- Engage with incubators and accelerators in consultation with the Vice President/ Associate Vice President to collect information related to startups, identify gaps and enable required support.
- Support the team for events/ training/ program coordination, etc.

### **Project Associate – Regional Startup Hub**

- Be the last mile connecting person in the respective hubs for ground level implementation.
- Be the face of TANSIM and point of contact for all activities related to StartupTN at the hub.
- Ensure penetration of all the schemes and programmes.
- Maintain and update databases of all the relevant stakeholders at the hub.

### **Project Associate: Community Initiatives**

- Coordinate execution of community related events.
- Assist the Associate Vice President in running initiatives like TN BrandLabs and Sectoral Forums for bringing in expert knowhow from relevant industries to support the startups of a particular sector on need basis.
- Coordinate hosting startup talks/ meet-ups and participate in such events to

improve the participation of TANSIM and startups in Tamil Nadu.

### **Project Associate: Project Management Unit**

- Support the Vice President/ Associate Vice President in collection and streamlining of data for all verticals of TANSIM.
- Support the project team and other teams of TANSIM with required relevant data.
- Support collection and filing information for the Startup India ranking.

### **2. Qualification & Experience:**

- Graduate or Post Graduate from a top tier institution.
- The candidate should demonstrate the attitude of perennial curiosity in unlearning and relearning with exceptional managerial skills.
- Preference will be given for candidates with working experience in the Startup Ecosystem like:
  - ❖ Startup & Innovation agencies of National/ State Governments/ Entrepreneurship Promotion bodies.
  - ❖ Ex-Startup Founders.
  - ❖ Managerial role in Corporates/ Startups.
  - ❖ Non-government startup community/ startup support organisations.
  - ❖ Manager/ leader in consulting firms with individual track records in handling startup subjects.
  - ❖ Startup and new economy related market research firms.
  - ❖ Leading advanced research projects with immense commercialization capability or creating high impact potential.
  - ❖ Active volunteer in startup communities.

### **Other Desired Qualities:**

- Skills and experience in leading projects/ teams at the college level entrepreneurship initiatives.
- Collaborative mindset and a knack to constantly learn.
- Experience in using modern tech tools in addition to basic office suites. A tech savvy/ enthusiast with good know-how of tools that helps optimize work. Ability to work as part of a team and liaise with several stakeholders in a friendly and professional demeanor.

- The candidate is expected to have a good understanding of Tamil Nadu, Indian and global Startup landscapes. They are expected to have exceptional interpersonal skills and entrepreneur friendly attitude along with a deep understanding of key subjects that spread across the startup lifecycle.
- Candidates are expected to have good proficiency in Tamil and English.

### **3. Remuneration**

Remuneration will be on a monthly consolidated pay basis. It will be based on the candidate's relevant experience, educational qualification, skills and current or last drawn salary. It will be fixed by the Mission Director of TANSIM in consultation with the Selection Committee.

The remuneration does not cover Travel Allowance for official travel. Travel Allowance shall be borne by TANSIM at par with the prevailing policies.

### **4. Application**

Aspiring Candidates are requested to download the application form (attached as Annexure) and upload the filled in application form at <https://bit.ly/stncareer> along with an updated copy of their resume with necessary details within 15 days from the date of the recruitment notification. There is no registration/ application fee.

### **5. Recruitment process**

The recruitment process will begin with resume screening and shortlisting, followed by technical round and HR interviews by the selection committee. Interviews will be in person at Chennai and will be conducted in English/ Tamil.

### **6. General Information**

- a. Only Indian nationals are eligible to apply.
- b. The posts are on a fixed term contract for 3 years, renewable by TANSIM every year based on the satisfactory performance of the candidates.
- c. While appearing for the interview the candidate should produce all the required valid original certificates/ documents prescribed for verification purpose. In the absence of original certificates/ documents, the candidature of the candidate shall be cancelled. TANSIM takes no responsibility to receive/collect any

certificate/document sent separately.

- d. Certificate of Physical Fitness: Candidates selected for appointment to the posts will be required to produce a certificate of physical fitness from the Medical Officer of Rank as stipulated by TANSIM.
- e. Details of correct and true information regarding arrest, convictions/ debarment/ disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalised, participation in agitation or affiliation to any Political Organisation, candidature in election for Parliament/ State Legislature/ Local Bodies, etc., if any, should also be furnished to TANSIM at the time of application. Original judgement of acquittals, orders or government orders of dropping further action in departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment in such cases must be produced at the time of certificate verification/interview.
- f. Applications containing wrong claims relating to basic qualification/ eligibility age/ category of reservation/ educational qualification will be liable for rejection.
- g. TANSIM management reserves the right to decide the candidature, date of issuing the offer for appointment to the selected candidates and shuffling their roles in future based on organisational requirement.

## **7. LIST OF ORIGINAL DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE)**

- a. Printout of the application form and resume.
- b. Proof of date of birth (Birth Certificate issued by the competent local body authorities or the SSLC/ X Standard mark sheet that states the Date of Birth)
- c. Photo identity proof (with the photograph of the candidate clearly visible) issued by the competent authority, viz., Aadhar Card/ Passport/ Electors Photo ID Card/ PAN Card or Driving license. No other ID cards will be accepted.
- d. Mark-sheets & Certificate of 10th Standard, Higher Secondary, Graduation, other qualifying degree examination, etc.
- e. Candidates serving in Government/ Quasi Government offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a 'No Objection Certificate' from their employer at the time of attending the interview.
- f. Experience certificate.
- g. Any other relevant document in support of eligibility or evidence of past work

(write ups/ proposals, etc.)

Note: Non submission of requisite certificate/ documents by the candidate at the time of interview will result in debarring his/ her candidature from further participation in the recruitment process. Issuance of offer of appointment lies solely at the discretion of TANSIM and its decision will be final and binding.

## **8. IDENTITY VERIFICATION**

- a. The candidate's identity will be verified with respect to his/ her details on the application form, in the attendance list and requisite documents submitted.
- b. Candidates must note that the name as appearing on the application form should match the name as appearing on the photo identity proof. Candidates who have changed first/ middle/ last name post marriage must take special note of this. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/ their original marriage certificate/ affidavit in original.
- c. If there is any mismatch between the names indicated in the application form and Photo Identity Proof or if the identity of the candidate is in doubt, they may not be allowed to appear for the interview.

## **9. OTHER INSTRUCTIONS**

- a. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification. Candidates are, therefore, advised to carefully read this notification and follow all the instructions given.
- b. A candidate's admission to the examination/ interview and subsequent processes is strictly provisional. The mere fact that the call letter(s)/provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by TANSIM.
- c. TANSIM would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms or that he/ she has furnished any incorrect/ false information(s) certificate(s)/ document(s) or has suppressed any material fact(s).
- d. If the candidate is rejected for any reason according to the terms and conditions of

this notification, no further representation in this regard will be entertained. If any of these shortcoming(s) is/are detected after appointment in TANSIM, his/ her services are liable to be summarily terminated. Decision of TANSIM in all matters regarding eligibility of the candidate, stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of conduct of examination, interview, verification etc. and in any other matter relating to Recruitment Process will be final and binding on the candidate. No correspondence and personal enquiries shall be entertained by TANSIM on this behalf.

- e. Not more than one application should be submitted by the candidate. In case of multiple applications only the latest valid (submitted) application will be retained.
- f. Any dispute arising out of the notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- g. Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process.
- h. Any request for change of address or details mentioned in the submitted application will not be entertained subsequently.
- i. Candidates should ensure that the signatures appended by him/ her in all the places viz. call letter, attendance sheet, etc. and in all correspondence with the TANSIM in future are identical and there should be no variation of any kind.
- j. A recent recognizable photograph MUST be uploaded by the candidate in the online application and the candidate should ensure that copies of the same are retained for use at various stages of the recruitment process. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- k. Candidates will have to appear for the examination/ interview at their own expense.
- l. Appointment of selected candidates is subject to his/ her being declared medically fit and as per other requirements of TANSIM as mentioned in this notification and subject to service and conduct rules of TANSIM, as decided by the Board of Directors.
- m. TANSIM reserves the right to reschedule/ change (cancel/ modify/ add) any of the criteria, conduct of the examination/ interview/ method of selection and provisional allotment, etc.



- n. Intimations will be sent to the applicants by SMS or email only to the primary mobile number or email respectively mentioned in the application form submitted by the candidates. Hence, the applicant shall enter a valid and functional mobile number and email ID.
- o. TANSIM shall not be responsible if the information/ intimation has not reached candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of the TANSIM and the candidates are advised to keep a close watch on our authorized website for latest updates till the recruitment process gets completed.
- p. Appropriate action will be taken by TANSIM as per norms against candidates found guilty of misconduct or use of unfair means for selection.
- q. TANSIM reserves the right to alter the pay range / qualifications for posts.

## **10. ANNOUNCEMENTS**

All further announcements/details pertaining to this process will only be published in the authorised website [www.startuptn.in](http://www.startuptn.in) from time to time. For any queries, please reach out to [careers@startuptn.in](mailto:careers@startuptn.in) .

The above mentioned posts, corresponding job descriptions and number of vacancies are subject to change from time-to-time depending on the evolving needs of the organization. Candidates are advised to keep visiting the website for current vacancies and positions.

Date: 3.12.2022  
Place: Chennai – 600032.

**Joint Director,  
TANSIM**

**Annexure**  
**Application Form**

<b>Tamil Nadu Startup and Innovation Mission (TANSIM)</b>		
<b>APPLICATION FOR THE POST OF: Project Associate</b>		
<b>S.No.</b>	<b>Details</b>	
1.	Name	
2.	Gender	
3.	Date of birth	
4.	Age as on 30.11.2022	
5.	Father's Name	
6.	Mother's Name	
7.	Primary Mobile number	
8.	Alternate Mobile number	
9.	Primary E-mail	
10.	Alternate E-mail	
11.	Address for communication	

12.	Permanent address	
13.	Educational Qualification (From the highest degree)	
14.	Experience Details  (From latest)	

15	Total number of years of experience as on 30.11.2022	
16	Last drawn monthly CTC (Salary)	
17	Have you ever been debarred/disqualified by any recruitment agency?	
18	Have you ever taken membership or participated in events organised by political organisations?	
19	Have you ever been arrested /convicted for any crime?	
20	Have you ever been a candidate in an election for Parliament/State Legislature/Local Bodies etc?	

Date

Place

Signature