



StartupTN

TAMIL NADU STARTUP AND INNOVATION MISSION (TANSIM)

(Section 8 Company under the 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 implementation Agency under the MSME Department for the Tamil Nadu Startup and Innovation Policy (2018-23), which was launched in 2019. StartupTN's vision is to make Tamil Nadu a Global Innovation Hub and the most preferred destination for Startups.

Call for applications for various posts in TANSIM

Recruitment Guidelines

1. Terms of employment:

Recruitment to be made on contract basis on consolidated pay for three years, to be renewed year on year basis, based on performance.

2. Designation and Roles /activities

There are 6 category of posts in the following designation and roles:

Sl. No.	Nomenclature	Prior Experience	Salary Range	No. of Positions
1	Executive Assistant (EA to CEO)	4+ years	Upto Rs. 60000 per month	1
2	Program Associate	4+ years	Upto Rs. 60000 per month	As per requirement
3	Program Lead	6+ years	Upto Rs. 100000 per month	6 to 10
4	Associate Vice President	8+ years	Upto Rs. 150000 per month	2 to 6



5	Vice President	12+ years	Upto Rs. 200000 per month	1 to 4
6	Program Fellow	Freshers and Startup Aspirants	Rs.15000 to Rs.20000 per month	As per requirement
Startup Ecosystem Exposure is a must for all Positions except for Program Fellows				

3. The common job descriptions are as follows:

The scope of the jobs involves areas like sectoral startups coordination, incubation, investment ecosystem, media coordination, data research and analytics, tech portal, social media, policy research, community/ ecosystem engagement, strategic partnerships, engagement with academic institutions, national and global market access and reports & documentation.

- To aid, advice and hand-hold Startups in Tamil Nadu.
- To provide guidance to the stakeholders as and when needed.
- To contribute to the TN startup and innovation policy and formulate specific strategy for implementation with plan and guidelines.
- Develop and drive a detailed mission schedule, which includes administrative tasks and all KRA's involved within the Mission.
- Involve in exploration of novel methods and techniques for collaborating with various department/ministry schemes.
- Responsible for coordinating various mission activities, liaising with various stakeholders of the ecosystem. Build and maintain strong Public-Private-Partnership to strengthen Government's relationship with the ecosystem.
- Responsible for designing and coordinating programs and assignments by ensuring effective implementation of the Startup and Innovation programs across the State.



To oversee and monitor the beneficiaries by establishing good practices for post-program engagement and support.

- Processing the applications/proposals/claims of beneficiaries.
- Preliminary scrutiny of applications/ proposals/ claims for the various initiatives of StartupTN.
- Responsible for implementing startup schemes and initiatives effectively such as seed grants, grand challenges. Hence, experience in relevant fields is mandatory.
- Formulating Projects, meeting timelines, measuring the impact, collecting feedback, and reporting the metrics are an integral part of the job.
- Handling any other work related to StartupTN assigned from time to time by the Government with a socially responsible mindset.
- Strategy for implementation with plan and guidelines.
- Performing the job with the highest level of fairness and integrity.

4. Specific Job description:

a. Executive Assistant to CEO

- Act as a first point of contact within the ecosystem and stakeholders seeking contact with the CEO and to assist the CEO in organising their administrative workload.
- Liaising with the CEO regarding the events of the day and following up resultant actions. Arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed.
- Make necessary travel arrangements for the CEO. Assemble and prepare papers required by the CEO to attend meetings, prepare reports, or reply to requests for information.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated. Ensure that matters arising from meetings are dealt



with by the appropriate people within agreed timescales. Ensure that all meetings chaired or hosted by the CEO are appropriately catered.

- Sort and prioritise incoming calls before passing them to the CEO. Draft correspondence and other documentation to the CEO's specification.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and all stakeholders. To use the Productivity tools appropriately and proactively and aid the daily tasks of the CEO.
- Additional task assigned to achieve the organisational goals.

b. Program Associate

- Work as a team player to ensure the key deliverables of the project/program are met.
- Building and maintaining relationships with key stakeholders in the community and building support mechanisms for them to work with the Startup ecosystem.
- Comply with all the best practices / standards as defined for the startup ecosystem.
- Implementation of devised strategies to help more thematic communities/ groups for supporting startups.
- Implementation of tasks under assigned schemes and programs.
- Prepare necessary reports and dashboards for all the project / program reviews
- Work closely with key enablers of the ecosystem such as incubators, accelerators, investors, mentors, etc. in implementing partner programs with the support of the internal team of Community and Partnerships.
- Develop, plan, implement and monitor the organization's internal communication strategy and collaborative initiatives.
- Prepare sectoral and thematic reports for supporting data driven decisions.
- Reporting the key issues faced by Startups of different sectors and implementing sector specific support solutions/frameworks along with the concerned departments.
- Additional task assigned to achieve the organisational goals.



c. Program Lead

- Work closely with the leadership team.
- Building and maintaining relationships with key stakeholders in the community and building support mechanisms for them to work with the Startup ecosystem.
- Implementation of the designed collaborative initiatives with stakeholders.
- Follow and adhere to baselined standards / best practices for the startup ecosystem
- Develop and implement strategies to help more thematic communities/ groups for supporting startups.
- Consistently follow up, track and report on prospecting, discovery meetings, customized partnership proposals.
- Support the partners' liaison to create a great experience for the partners.
- Execution of new schemes and programs that are mentioned in the policy or instructed by the Government with key stakeholders.
- Status reporting / Reviews to monitor the progress of all beneficiaries.
- Identify key issues faced by Startups of different sectors and build sector specific support frameworks along with the concerned departments.
- Additional tasks assigned as appropriate to achieve the organisational goals.

d. Associate Vice President

- Responsible for End to end Implementation of all schemes and programs announced by the Government.
- Building and maintaining relationships with key stakeholders in the community and building support mechanisms for them to work with the Startup ecosystem.
- Ensure prospecting, discovery meetings, customized partnership proposals etc are executed and delivered in a timely manner. Be the partners' liaison internally and deliver a great experience to the partners working with StartupTN
- Suggest & Design new schemes and programs that are mentioned in the policy or instructed by the Government with key stakeholders.



- Work closely with key enablers of the ecosystem such as incubators, accelerators, investors, mentors, etc. in implementing partner programs.
- Monitoring the progress of all beneficiaries.
- Benchmark best practices of the national and international ecosystem by analyzing trends.
- Benchmark key global policy initiatives and work towards providing comprehensive support. Analyse policy support and build systems for continuous process improvement to support the changing innovation climate.
- Designing collaborative initiatives along with such stakeholders.
- Identify key issues faced by Startups of different sectors and build sector specific support frameworks along with the concerned departments.
- Handling grievances from startups and working towards redressal.
- Build and manage various program / project dashboards.
- Lead, guide, direct and support the program leads of various programs / projects.
- Form and lead internal teams, providing training and mentorship as needed.
- Conduct regular training to the internal teams to enhance their professional development.
- Maintain awareness of the startup landscape, opportunities for expansion, partners, markets, and new industry developments and standards. Be aware of any opportunities the organization can leverage and pursue for its advantage.
- Prepare sectoral and thematic reports for supporting data driven decisions. Arrive at meaningful insights of the data generated and monitor progress of key stakeholders.
- Drive a detailed mission schedule which includes administrative tasks and all KRA's involved within the mission.
- Going that extra mile and voluntarily taking additional responsibilities to achieve the organizational goal.
- Additional task assigned to achieve the organisational goals.



e. Vice President

- Responsible for successful implementation of all schemes and programs announced by the Government.
- Suggest & Design new schemes and programs that are mentioned in the policy or instructed by the Government with key stakeholders.
- Formulate and Implement Strategic plan that directs and contributes to the success of the organization.
- Lead, guide, direct and evaluate the work of respective units / departments of the organization.
- Maintain awareness of the startup landscape, opportunities for expansion, partners, markets, and new industry developments and standards. Be aware of any opportunities the organization can leverage and pursue for its advantage.
- Analyse policy support and build systems for continuous process improvement to support the changing innovation climate.
- Benchmark key global policy initiatives and work towards providing comprehensive support.
- Identify key issues faced by Startups of different sectors and build sector specific support frameworks along with the concerned departments.
- Prepare sectoral and thematic reports for supporting data driven decisions. Arrive at meaningful insights of the data generated and monitor progress of key stakeholders.
- Prioritize objectives and implement strategies to achieve organization's initiatives as part of the leadership team.
- Drive collaboration across the organization to identify needs and develop scalable solutions.
- Build and lead a strong team, and be a role model / mentor.



- Directly and indirectly manage staff with the goal of enhancing professional development and personal growth.
- Going that extra mile and voluntarily taking additional responsibilities to achieve the organizational goal.

f. Program Fellow

- Graduate in any discipline.
- Startup aspirants are preferred.
- Candidates are expected to participate in project execution, market research activities and startup initiatives.
- Collaborative mindset and an ability to constantly learn; must be able to work with a team to drive projects.
- Rising above and beyond to achieve organizational goals.
- Passion to be part of the startup ecosystem.
- Additional task assigned to achieve the organisational goals.

5. Qualification & Experience:

The required minimum qualification and experience for respective posts are as follows:

Sl. No.	Nomenclature	Prior Experience
1	Executive Assistant (EA to CEO)	4+ years
2	Program Associate	4+ years
3	Program Lead	6+ years



4	Associate Vice President	8+ years
5	Vice President	12+ years
6	Program Fellow	Freshers and Startup Aspirants

- **Educational Qualification:** Graduate or Post Graduate in Business / Engineering / Technology / Economics / Finance, from a top tier institution. The candidate should demonstrate a high degree of intellectual curiosity with exceptional managerial skills.
- Preference will be given for candidates with working experience in :
 - Startup & Innovation agencies of National / State Governments / Entrepreneurship Promotion bodies
 - Startup(s) (Founding team/ leadership role) / Ex-Startup Founder
 - Managerial role in Corporate / Startups.
 - Non-government Startup community/ Startup support organisations.
 - Manager/ Leader in consulting firms with individual track record of 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.
- Worked for a startup in any capacity.
- 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 demeanour.
- 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 startup lifecycle.
- Candidates are expected to have good proficiency in Tamil and English.

6. Pay:

The remuneration will be on a consolidated basis. It will be based on the candidate's relevant experience, educational qualification, skills, current / last drawn salary. It will be fixed by the Mission Director, TANSIM in consultation with the Selection Committee. Approximate consolidated pay for each post is as follows:

Sl. No.	Nomenclature	Salary Range
1	Executive Assistant (EA to CEO)	Maximum upto INR 60000 per month
2	Program Associate	Maximum upto INR 60000 per month
3	Program Lead	Maximum upto INR 100000 per month
4	Associate Vice President	Maximum upto INR 150000 per month
5	Vice President	Maximum upto INR 200000 per month
6	Program Fellow	INR 15000 to INR 20000 per month



The remuneration does not cover Travel Allowance for official travel. The Travel Allowance shall be borne by TANSIM at par with TN Government Rules.

7. Application:

Aspiring Candidates are requested to bring the **printed filled in application form** and **resume** during the **walk in interview on 27.01.2022 from 10 am onwards** at **Entrepreneurship Development and Innovation Institute, Parthasarthy Kovil street SIDCO Industrial Estate, Guindy, Ekkatuthangal, Chennai-600 032**. There is no registration/application fee.

8. Recruitment process:

The recruitment process will be as follows:

Resume Screening and shortlisting, followed by technical and HR interviews by the selection committee. Interviews will be in person at Chennai and it will be conducted in English.

9. General Information:

- a. The posts are on a fixed term contract for 3 years, renewable by TANSIM every year based on the satisfactory performance of the candidates.
- b. Only Indian Nationals are eligible to apply.
- 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. Correct and true information regarding arrest, convictions/debarment/disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalised, participated in agitation or any Political Organisation, candidature in election for Parliament/State Legislature/Local Bodies etc., if any, the details thereof should also be



furnished to TANSIM at the time of application. Original of the judgement of Acquittals, Orders or G.O. 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 state/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. StartupTN / TANSIM management reserves the right to decide the candidature, day of issue of offer of appointment to selected candidates and shuffling their roles in future based on organisational requirement.

10. 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 Municipal authorities or SSLC/X std. with DOB)
- c) Photo identity proof (with the photo 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 or 10th Std/HSC/Graduation or qualifying degree examination etc.
- e) Candidates serving in Government/Quasi Govt. 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 debar 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.



11. 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) If the identity of the candidate is in doubt, the candidate may not be allowed to appear for the interview. 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) Candidates must note that the name as appearing on the application form should match the name as appearing on the photo identity proof. Women candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the application form and Photo Identity Proof, the candidate will not be allowed to appear for the examination.

12. 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. 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 and/or that he/she has furnished any incorrect/false/ information/ certificate / documents or has suppressed any material fact(s). If candidature of any 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.
- c) Decision of TANSIM in all matters regarding eligibility of the candidate, the 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 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.

- d) 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.
- e) Any dispute arising out of the notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- f) Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process.
- g) Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
- h) A candidate should ensure that the signatures appended by him /her in all the places viz. in his /her call letter, attendance sheet, etc. and in all correspondence with the TANSIM in future should be identical and there should be no variation of any kind.
- i) 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 process. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- j) Candidates will have to appear for the examination/ interview at their own expense.
- k) 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.
- l) 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.
- m) 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.
- n) Appropriate action against the candidates found guilty of misconduct/ use of unfair means will be taken as per the norms of the TANSIM.
- o) TANSIM shall not be responsible if the information /intimation do not reach 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) TANSIM reserves the right to alter the pay range / qualifications for posts.

13. ANNOUNCEMENTS:

All further announcements/details pertaining to this process will only be published in the authorised website www.startuptn.in from time to time. For any queries, please reach out to admin@startuptn.in.

The above post, corresponding job description and number of vacancies are subject to change from time to time depending upon the evolving need of the organization. So, you are advised to keep visiting the website for current vacancies and positions.

Date: 21.01.2022

Place: Chennai – 600032.

**Mission Director,
TANSIM**



Application Form

Tamil Nadu Startup and Innovation Mission (TANSIM/StartupTN)		
FOR OFFICE USE ONLY		
APPLICATION FOR THE POST OF:		
S.No.	Details	
1.	Name	
2.	Gender	
3.	Date of birth	
4.	Age as on 31.12.2021	
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 (From latest)	



15	Total number of years of experience as on 31.12.2021	
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 Organisation?	
19	Have you ever been arrested /convicted for any crime?	
20	Have you ever been a candidature in election for Parliament/State Legislature/Local Bodies etc?	

Date :

Place: