

Job Description

Manager – Skilling and Startup Incubation

The **National Centre for Additive Manufacturing (NCAM)** is a company registered under Section 8(1) of the Companies Act 2013. The NCAM is established by the Ministry of Electronics and Information Technology (MeitY), Govt. of India and ITE&C Department, Govt. of Telangana in partnership with Industry. It is conceptualised with a vision to create and enable a sustainable ecosystem for product innovation in India with emphasis on research, design, development, and testing through collaborative efforts between academia, industry and government using the disruptive technology of Additive Manufacturing.

The NCAM will nurture the growth and development of the Additive Manufacturing ecosystem in the country and it will be a physical centre located in Hyderabad equipped with state of art AM infrastructure, office and incubation space, etc. The core objectives of the National Centre are mentioned in the Annexure.

NCAM intends to engage One Position of Manager Skilling and Startup Incubation. The manager will be responsible to grow the Additive Manufacturing skills and talent pool in the country along with developing strategies to incubate startups and acceleration programs.

Position	:	Manager Skilling and Startup Incubation
No. of Position	:	1 (one) – on contract basis
Duration	:	2 (two) years but extendable on performance basis.
Remuneration	:	The remuneration will be approx. 10-12 lakh per annum
Education Qualification	:	Bachelor's degree in business administration and an MBA or Post Graduation with specialisation in Entrepreneurship, Innovation, Skill Development related field from a recognized University as per Government of India norms.
Selection Process	:	Applicant is required to apply through the indeed job portal. A Selection Committee shall be constituted to finalise the appointment.
Mode of Selection	:	Interview by Selection Committee
Application Link	:	Apply via indeed job portal



Essential Work Experience and Skills:

- Applicant must have a minimum 4-5 years' of work experience in devising and delivering entrepreneurship innovation programs, supported startups as a coach and/or have been an entrepreneur yourself.
- Proven experience of as a Talent Development officer, Training Officer, Startup Incubation specialist or similar.
- Applicant should have experience of developing and running an equivalent incubator initiative or skill development programs .
- Experience in project management, delivering training programs, stakeholder management and event management.
- Applicant should be able to cultivate, build and maintain strong working relationships with entrepreneurs, mentors, industry experts, industry associations and angel investors
- Excellent communication, documentation and negotiation skills; sharp business acumen and ability to build rapport with large organizations and vendors
- The candidate should be self-sufficient and self-reliant in developing and delivering innovation and skill development programs.
- The candidate should be dynamic and should be able to provide guidance to CEO for leading training and incubation programs.

Duties and Responsibilities

Under the direct supervision of Chief Executive Officer of NCAM the incumbent shall carry out the duties given below:

- Develop and design national level Incubation and Accelerator programs.
- Develop Skill Development Programs in Additive Manufacturing technology and prepare an execution plan.
- Conduct extensive secondary and primary research and market analysis towards building robust skilling and incubation programs.
- To design and organise national level comprehensive workshops, seminars, expert talks and conferences in collaboration with high level stakeholders including government, industry, academia and R&D institutes.
- Mentoring and giving expert advice to potential and existing Incubator Members wishing to set up or already running a business - offering specialist business advice, training and coaching.
- Proactively identifying and delivering opportunities for entrepreneurs working in Additive Manufacturing technology and provide support at regional and national level for business advisory, legal IP and access to finance matters.
- Effectively record and monitor quantitative data to accurately capture unique engagement in the Incubator and in the specific enterprise programme.

- Support to the Project Management team in preparing Agreements, MOUs, NDAs with stakeholders.
- Support to the Project Management team in preparing detailed cost estimates and participate in budget analysis and projections as required.
- Perform any other duties assigned by the CEO, NCAM as the case maybe.

Deduction of IT/TDS

The income tax or any other taxes liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the NCAM will issue TDS.

Termination of Contract

The NCAM may terminate the contract to which these terms apply if :

- The Manager is unable to address the assigned work/ Quality of the assigned works is not to the satisfaction of NCAM.
- The Manager fails in timely achievement of the milestone as finally decided by the NCAM.
- The Manager is found lacking in honesty and integrity.
- The NCAM reserves the right to terminate the contract by giving 15 days' notice. Terminations shall be affected by written notice served to the Manager and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.
- The documents submitted by the candidate at the time of the interview, if found incorrect/false, his candidature will stand cancelled. If any of these shortcomings are detected after appointment, his services are liable to be terminated. The NCAM has the right to reject the candidature at any stage and the decision of NCAM will be final.

General Terms and Conditions

- NCAM reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience.
- Manager will be entitled to one day leave for every month of service, which can be availed of at any time during the period of the contract.
- NCAM reserves the right to revise the terms & conditions during the tenure of the contract.
- Manager will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity on conclusion of the contract.
- Working hours of NCAM is 10:00 AM to 6:00 PM. Manager is expected to put in minimum 42 Hours of work per week.

Annexure:

Core Objectives of NCAM:

1. To adopt, foster and promote AM as one of the key ingredients to fuel the industrial revolution 4.0 in India.
2. To act as a repository for data and knowledge of the AM ecosystem including innovation, research, industry, and startups and derive insights to propose a Roadmap including measures and policies to improve the AM ecosystem in India.
3. To become the epicentre for access to various international bodies, institutions, organizations and AM Centers of Excellence (CoEs) to enable government, industry and academia for indigenous R&D and product development.
4. Enable Indian large businesses adopt AM to improve their R&D, prototyping and product development capabilities and facilitate their entry into new businesses through enhanced product portfolio or services offering.
5. Enable SMEs to diversify and enhance their product portfolio through use of AM in creating new products, shortening the product development lifecycle and through rapid prototyping.
6. To create and support other CoEs across the country by establishing a hub-and-spoke model with NCAM as the central node and various other CoEs or other organizations/institutions as regional hubs.
7. To promote the adoption of additive manufacturing into various PSUs and in strategic industries to enhance their R&D capabilities, develop strategic products and related IP through the methods of AM.
8. To enable research and development to create newer technologies for AM such as software, machines, and materials.
9. To establish a framework for defining standards and certification framework for AM components, materials and processes.
10. Work with startups and entrepreneurs to help accelerate their product development related to AM through access to world-class equipment for development, testing, and validation and through partnerships, mentoring and access to funding.
11. Enable the indigenization and commercialization of AM parts, components, and materials and to create disruptions in additive manufacturing.
12. Create a formal process through collaboration with academia, research institutes, IP and legal cells to patent, copyright and register indigenous innovations in AM.
13. To participate, collaborate and enable skill development programs to create a highly-skilled workforce that is capable of operating and enhancing the additive manufacturing tools and equipment and to be absorbed by the industry.