

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: Bachelor's degree in business administration and an MBA or Post Graduation Qualification with specialisation in Entrepreneurship, Innovation, Skill Development related fields 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 through Email to : ceo@ncam.in

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 may be.

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 the 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.