



**Advt. No. MSH/9/2023-MSH-DIC**

**MEITY STARTUP HUB**

**DIGITAL INDIA CORPORATION**

Ministry of Electronics and Information Technology, Govt. of India

Office: Electronics Niketan, 6 CGO Complex, Lodhi Road,

New Delhi - 110003 Tel.: +91 (11) 24301244

Website: <https://msh.meity.gov.in/>

**WEB ADVERTISEMENT**

**Date: 02.07.2024**

MeitY Startup Hub (MSH) as Independent Business Division (IBD) within Digital India Corporation (DIC) is mandated with creating, strengthening, and accelerating the growth of startup ecosystem across India, with particular focus on electronics and IT-based startups. MSH utilizes various digital integration and implementation tools as well as Analytics to capture and integrate data from all MEITY TIDE 2.0 Centres, COEs, start-ups, investors, mentors, service providers, freelancers, academic institutions, industries and other stakeholders involved in the startup ecosystem to connect them to the global community of investors, mentors, corporates, experts, entrepreneurs, MSMEs, institutions / international funding agencies supporting the cause of sustainable techno socio-economic development of India.

MSH is engaged with startups via providing them access to funding, corporate partners, investor connect, digital platform for resource aggregation, visibility, and promotion of startup successes via social media campaigns. Also, MSH implements the various startup related schemes of MeitY such as TIDE 2.0, and SAMRIDH. It is also responsible for engaging with and supporting more than 50+ COEs of MeitY, 51 TIDE 2.0 centres, and 22+ accelerators that are funded by the schemes. Aside from these programs, MSH also organizes capacity building workshops and enables participation of startups in international and domestic events and programs. Also, MSH has various programs with foreign countries for international expansion of Indian startups.

To undertake these activities and functions, MSH engages experts and professionals from the government and market. The judicious mix of talent will ensure that government is equipped with a broad spectrum of resources for successful design and execution of various startup related programs and initiatives. MSH is currently inviting applications for the following positions purely on a Contract/ Consolidated basis.



S. No.	Positions	No. of Positions
1.	Executive	04

Screening of applications will be based on qualifications, age, academic record, expertise, and relevant experience. MSH reserves the right to fix a higher threshold of qualifications and experience for screening and limiting the number of candidates for interview. Only shortlisted candidates shall be invited for selection interviews. MSH reserves the right not to select any candidates without assigning any reason.

**LAST DATE OF RECEIPT OF APPLICATION: [12.07.2024](#)**



## JOB DESCRIPTION

**Name of the Post:** Executive

**Position Type:** Full Time

**No. of Post(s):** 04

**Department:** MSH/SAMRIDH

**Location:** New Delhi

MeitY Startup Hub (MSH) is an independent business division, under Digital India Corporation, aimed at strengthening the tech start-up ecosystem in the country. MSH acts as a hub to ensure synergies among all the incubation centres, Centres of entrepreneurship, societies of MeitY, and other existing platforms. For the effective implementation of its objectives, MSH seeks the support of qualified, experienced, and dynamic candidates.

### **About SAMRIDH Scheme:**

SAMRIDH (Startup Acceleration of MeitY for Product, Innovation, Development, and Growth) Scheme under MeitY Startup Hub (MSH) is to empower Start-up ventures to boost entrepreneurship, economic growth, and employment across the country. SAMRIDH provide startups that already have brilliant solutions and proof of concept for their product the more facilities to enhance their product using innovative technologies for the market with a solid business plan and enables them to easily obtain investments from venture capitalists and angel investors. MSH is an independent business division, within Digital India Corporation, aimed at strengthening the tech start-up ecosystem in the country. In order to effectively implement its objectives, SAMRIDH seeks the support of qualified, experienced, and dynamic candidates.

### **Roles and Responsibilities:**

- ❖ **Correspondence and Communication:** Handle incoming correspondence and prioritize emails, letters, and phone calls. Draft replies and compose internal and external communications with a high level of professionalism.
- ❖ **Meeting Coordination:** Provide comprehensive support for both offline and online meetings, including preparing agendas, coordinating attendance, taking minutes, and distributing relevant materials.
- ❖ **Project Assistance:** Assist senior officials with various projects, including research, data analysis, and presentation preparation.
- ❖ **Document Management:** Organize and maintain documents, files, and records, both in hard copy and electronic formats. Develop and implement efficient filing systems.
- ❖ **Travel Arrangements:** Make travel arrangements for senior officials, including booking flights, hotels, and transportation. Prepare detailed itineraries and travel expense reports.
- ❖ **Event Coordination:** Assist in planning and organizing company events, conferences, and seminars, including logistics, venue booking, and coordination with vendors.
- ❖ **Office Management:** Ensure the smooth running of the executive office by maintaining office supplies, managing equipment, and liaising with IT and facilities management.

**Skills and Abilities:**

- ❖ Excellent Organizational Skills: Demonstrated ability to manage multiple tasks, prioritize effectively, and meet tight deadlines.
- ❖ Strong Communication Skills: Exceptional written and verbal communication skills, with a keen eye for detail and accuracy.
- ❖ Professional Demeanour: Maintain a polished and professional appearance, with the ability to represent the organization in a positive manner.
- ❖ Proactive Nature: A self-starter who takes initiative, anticipates needs, and resolves problems efficiently.
- ❖ Discretion and Integrity: Display high ethical standards and maintain strict confidentiality in handling sensitive information.
- ❖ Time Management: Excellent time management skills, with the ability to handle competing priorities and adapt to changing demands.
- ❖ Technical Aptitude: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- ❖ Team Player: Collaborative mindset with the ability to work effectively in a team environment and provide support to colleagues when needed.

**Qualifications and Experience:**

- ❖ Bachelor's degree or equivalent in any field.
- ❖ 0-3 years of professional work experience as an executive assistant or in a similar role, preferably in handling the schemes
- ❖ Prior experience at a government agency is preferred

**Tenure:**

- ❖ Contractual role for 02 years or until the end of the scheme whichever is earlier (extendable)

**Salary:**

- ❖ Commensurate with qualifications and experience

**General Conditions Applicable to All Applicants Covered Under This Advertisement:**

1. The years of experience mentioned as a requirement should be post-qualification for all posts.
2. MSH reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
3. The positions are purely temporary in nature for the project of MSH and the appointees shall not derive any right or claim for a permanent appointment at MSH or on any vacancies existing or that shall be advertised for recruitment by MSH in future.
4. MSH reserves the right to terminate the appointments of all positions with notice of one month or without any notice by paying one month's salary in lieu of the notice period.
5. The maximum age shall be as of the last date of receipt of the applications. Screening of applications will be based on qualifications, age, academic records, and relevant experience.
6. In case of a query, the following officer may be contacted:

**Ms. Shallu Kinger**  
MeitY Startup Hub,  
Electronics Niketan,  
6-CGO Complex Lodhi Road,  
New Delhi - 110003  
Phone No. 011-24301244  
Email: [meity-sthub@gov.in](mailto:meity-sthub@gov.in)