

# Job Descriptions (Startup India Hub)



**Invest India**

NATIONAL INVESTMENT PROMOTION AGENCY

## Job Description

- Provide full facilitation and advisory to recognized / select Startups
- Maintain FAQ list of all Startup policy related aspects
- Arrange meetings with relevant stakeholders like industry mentors, state and central governments.
- Able to resolve issues of companies in starting a business.
- Maintaining lists of licenses and permits required for a startup (across sectors)
- Handholding the startup in getting recognition and relevant registrations.
- Arranging tie ups with venture capital funds, angel funds etc.
- Guide on market opportunities
- Mentoring / guiding and guiding Startups
- Engaging with MNCs and develop strategic roadmap for engagement in the Indian Startup Ecosystem
- Project managing components of the Startup Hub Online portal including engagement with relevant stakeholders

Type	Job Code	Positions vacant	Minimum Qualifications
Vice President	1001	1	<ul style="list-style-type: none"> <li>• Undergraduate Degree from reputed Institution</li> </ul>
Assistant Vice President	1002	1	
Manager	1003	4	<ul style="list-style-type: none"> <li>• Post Graduate or equivalent</li> </ul>
Assistant Manager / Management Trainee	1004	9	<ul style="list-style-type: none"> <li>• Undergraduate Degree from reputed Institution</li> </ul>

*Interested candidates are requested to send in their resumes to [recruitment@investindia.org.in](mailto:recruitment@investindia.org.in) by 1<sup>st</sup> August,2016.*