



Govt. of Uttarakhand

**Uttarakhand - Society for Promotion of Investment, Start-up
and Entrepreneurship (UK-SPISE)**

Directorate of Industries, Patel Nagar, Dehradun – 248001

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The Uttarakhand - Society for Promotion of Investment, Start-up and Entrepreneurship (UK-SPISE) requires following personnel purely on contractual basis. Details including TOR, remuneration, qualification and job responsibilities can be obtained from the website www.doiuk.org and www.investuttarakhand.uk.gov.in

S. No.	Name of Post	No. of Post
1	Additional CEO- Investment Promotion	01
2	General Manager- Investment Promotion	01
3	Investor Mitra	06

Selection Process:

- Short listing of CVs based on relevance of experience
- Short listed candidate would be intimated and called for interview through e-mail.

Note: Eligible candidate may apply via email at dg@doiuk.org within 14 days from the date of publication of advertisement in newspapers.

No TA/DA will be paid for attending the interview.

CEO
UK-SPISE
Dehradun

UK-SPISE: POST DETAILS & ToR

Uttarakhand - Society for Promotion of Investment, Start-up and Entrepreneurship (UK-SPISE) is dedicated to fostering a thriving entrepreneurial ecosystem in Uttarakhand. UK-SPISE aims to attract investments, promote start-ups, and support entrepreneurship to contribute to the economic growth of the region.

1. Additional CEO-Investment Promotion

Job Description: The Additional CEO-Investment Promotion will play a pivotal role in supporting the Chief Executive Officer (CEO) in executing UK-SPISE's vision and mission. This leadership position requires a dynamic individual with a proven track record in strategic planning and investment promotion.

This role will require the candidate to ensure the following:

1. Identification of the investors for focus/sunrise sectors/sub-sectors.
2. Formulating strategies to attract investment to the hilly and plain region, aligning with the economic development goals of Uttarakhand.
3. Keep abreast of media coverage on corporate venturing and related topics such as – best practices in sector-wise policies
4. Evaluate emerging technologies, providing thought leadership and perspective for policy - level adoption where appropriate.
5. Facilitate MoUs with various investors and ensure their grounding
6. Work towards making Uttarakhand a preferred investment destination
7. Build and maintain strong relationships with central/state government agencies, industry partners, educational institutions, and other stakeholders to foster collaboration and support UK-SPISE's initiatives.
8. Team Leadership: Provide effective leadership to the UK-SPISE team, ensuring alignment with organizational goals and fostering a culture of innovation and excellence.

1.1 Qualification and Experience: A Master's or MBA in a relevant field (e.g. Public Policy, Economics, Development Studies, etc.) with at least 10 years of total experience including investment promotion, policy research, organizing Industries Sector specific session, investors relationship management, B2B/B2G meetings, investment promotion road shows etc.

- Worked on at-least 03 investment promotion projects with State/Central governments
- Minimum 5 years of experience in investment promotion
- Experience in organizing at-least two investment promotion summits
- Good written and verbal communication skills in English
- Experience in organizing investment promotion roadshows/seminars/ B2B - B2G meetings with leading investors of the country
- Experience in Investment Facilitation for major international/domestic investors.
- Experience of working in industrial ecosystem development, market assessment, data analysis.
- Experience in enabling MoUs with the State/Central Government for investments

1.2 Employment Conditions

1. The engagement shall be for three years normally.
2. The Role shall be based in **Dehradun**
3. The candidate shall be on probation for a period of two months (the '**Probation Period**') from the actual date of joining. UK-SPISE may confirm services, subject to the performance meeting the requisite standard, by issuing a confirmation letter.
4. Compensation- The individual will be entitled for Rs. 2,00,000/ month (fixed) in the first year with 10% annual increment. The individual shall be entitled for individual performance bonus (upto 33% of the fixed salary) to be paid annually.
5. Performance bonus (upto the limit defined in point no. 4) will be decided by management committee of UK-SPISE during the annual performance appraisal of the individual and paid accordingly
6. Leaves- Individual shall be entitled to twenty-two days (working days) in a performance year in accordance with the government policy subject to the applicable law.
7. The candidate shall be required to work as per the applicable law, work timings and schedules. It may vary from time to time based on job requirements and depending upon exigencies of business, as specified by UK-SPISE from time to time. Candidate may be required to work additional hours as appropriate to fulfil the responsibilities of the role.
8. Any amount payable by UK-SPISE towards the compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc., shall be fulfilled by the candidate.
9. Employment Conditions- During the course of the employment, candidate will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the society.
Termination of contract-
 - a) During the Probation Period, the Society may terminate this Agreement without assigning any reasons upon thirty (30) days prior or till the end of probation period by written notice or payment of salary in lieu thereof, at the discretion of the Society.
 - b) Upon confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon sixty (60) days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company.

2. General Manager-Investment Promotion

Job Description- The General Manager-Investment Promotion will play a pivotal role in supporting and executing UK-SPISE's vision and mission. This position requires a dynamic individual with a proven track record in investment promotion and leading a team. This role will require the candidate to ensure the following:

1. Identification of the investors for focus/sunrise sectors/sub-sectors.
2. Reaching out to investors to attract investment to the hilly and plain region, aligning with the economic development goals of Uttarakhand.
3. Facilitate MoUs with various investors and ensure their grounding
4. Work towards making Uttarakhand a preferred investment destination

5. Build and maintain strong relationships with central/state government agencies, industry partners, educational institutions, and other stakeholders to foster collaboration and support UPISE's initiatives.
6. Team Leadership: Provide effective leadership to the **Relationship Managers' team**, ensuring alignment with organizational goals and fostering a culture of innovation and excellence.

2.1 Qualification and Experience: A Master's or MBA in a relevant field (e.g. Public Policy, Economics, Development Studies, etc.) with at least 7years of total experience including investment promotion, policy research, organizing Industries Sector specific session, investors relationship management, B2B/B2G meetings, investment promotion road shows etc.

- Worked on at-least 02 investment promotion projects with State/Central governments
- Minimum 3 years of experience in investment promotion
- Experience in organizing at-least one investment promotion summit
- Good written and verbal communication skills in English
- Experience in organizing investment promotion roadshows/seminars/ B2B - B2G meetings with leading investors of the country
- Experience in Investment Facilitation for major international/domestic investors.
- Experience of working in industrial ecosystem development, market assessment, data analysis.
- Experience in enabling MoUs with the State/Central Government for investments

2.2 Employment Conditions

1. The engagement shall be for three years normally.
 2. The Role shall be based in **Dehradun**.
 3. The candidate shall be on probation for a period of two months (the '**Probation Period**') from the actual date of joining. UK-SPISE may confirm services, subject to the performance meeting the requisite standard, by issuing a confirmation letter.
 4. Compensation- The individual will be entitled for Rs. 1,50,000/ month (fixed) in the first year with 10% annual increment. The individual shall be entitled for individual performance bonus (upto 33% of the fixed salary) to be paid annually.
 5. Leaves- Individual shall be entitled to twenty-two days (working days) in a performance year in accordance with the government policy subject to the applicable law.
 6. The candidate shall be required to work as per the applicable law, work timings and schedules. It may vary from time to time based on job requirements and depending upon exigencies of business, as specified by UK-SPISE from time to time. Candidate may be required to work additional hours as appropriate to fulfil the responsibilities of the role.
 7. Any amount payable by UK-SPISE towards the compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc., shall be fulfilled by the candidate.
 8. Employment Conditions- During the course of the employment, candidate will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the society.
- Termination of contract-

- a) During the Probation Period, the Society may terminate this Agreement without assigning any reasons upon thirty (30) days prior or till the end of probation period by written notice or payment of salary in lieu thereof, at the discretion of the Society.
- b) Upon confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon sixty (60) days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the society.

3. Investor Mitra

Job Description: Investor Mitra will play an important role in supporting the General Manager-UK SPISE in executing UK-SPISE's vision and mission. This position requires a dynamic individual with a proven track record in investment promotion/sales.

Number of vacancies- 6

This role will require the candidate to ensure the following:

1. Facilitate MoUs with investors and ensure their grounding
2. Supporting investors in grounding of investments in complete investment lifecycle by–
 - a. Identification of Land
 - b. Support in Land allotment process
 - c. Support across various regulatory approvals
 - d. Support in applying for fiscal incentives
3. Work towards making Uttarakhand a preferred investment destination
4. Build and maintain strong relationships with state government agencies, investors, and other stakeholders to foster collaboration and support UK-SPISE's initiatives.
5. Support senior officials in fulfilment of organization's goals.

4.1 Qualification and Experience: A Master's or MBA in a relevant field (e.g. Public Policy, Economics, Development Studies, etc.) with at least 3 years of total experience. Experience in investment promotion, policy research, organizing Industries Sector specific session, investors relationship management, B2B/B2G meetings, investment promotion road shows etc. shall be considered

- Good written and verbal communication skills in English
- Team work

4.2 Employment Conditions

1. The engagement shall be for three years normally.
2. The Role shall be based in **Dehradun**.
3. The candidate shall be on probation for a period of two months (the '**Probation Period**') from the actual date of joining. UK-SPISE may confirm services, subject to the performance meeting the requisite standard, by issuing a confirmation letter.
4. Compensation- The individual will be entitled for Rs75,000/ month (fixed) in the first year with 10% annual increment. The individual shall be entitled for individual performance bonus (upto 33% of the fixed salary) to be paid annually.

5. Leaves- Individual shall be entitled to twenty-two days (working days) in a performance year in accordance with the government policy subject to the applicable law.
6. The candidate shall be required to work as per the applicable law, work timings and schedules. It may vary from time to time based on job requirements and depending upon exigencies of business, as specified by UK-SPISE from time to time. Candidate may be required to work additional hours as appropriate to fulfil the responsibilities of the role.
7. Any amount payable by UK-SPISE towards the compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc., shall be fulfilled by the candidate.
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 - b) Upon confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon sixty (60) days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company.

4. Application Process

Post will be advertised in leading newspapers and departmental website. Application will be sought through email only. Only shortlisted candidate will be contacted for interview.

5. Assessment of Applications

1. All the applications shall be assessed by the Selection Committee. The Selection committee shall be formed under the chairpersonship of Secretary, Industries
2. Members of the selection committee shall include –
 - a. Additional Chief Secretary/Principal Secretary/Secretary, Industries or nominated representative
 - b. Director General/ Commissioner Industries
 - c. Finance Controller, Industries
 - d. Director IIM Kashipur or nominated representative
 - e. Director, IIT Roorkee or nominated representative
3. Assessment shall be done through an interview by the selection committee.
4. Assessment shall be of 100 marks; 50 marks for the relevant experience and profile and 50 marks for the interview by the selection committee.

(Rohit Meena)
Director General/Commissioner Industries