

**BIRAC POSITIONS****Position :** Deputy General Manager (Specialized Services)

[Position Code : SS-01]

**Level :** E6**No. of Positions :** 01 [One]**Scale of Pay:** Rs. 90,000/- 2,30,000/- plus 35% perks and 24% HRA

**Job Description:** The Deputy General Manager position is a senior level position requiring interaction with individual innovators, start-ups, SMEs, academic institutions, research organizations and Government Departments / Ministries / Agencies to identify their inventions, protecting intellectual property rights emerging from such inventions and manage IPR, provide support for proof of concept, scale up / prototyping and helping technology transfer of such innovations. The Deputy General Manager is expected to develop business models to enhance revenue earning of BIRAC.

**Key Responsibilities :**

- i. Leading the Team on IP and Technology Transfer.
- ii. End to end innovation management from IP management to Technology licensing and product commercialization.
- iii. Develop frameworks for BIRAC as knowledge partner, IP and Technology Management by providing specific specialized services that would outline BIRAC's role.
- iv. Conduct opportunities mapping of technology gaps and intellectual property sector wise.
- v. Provide advisory services for licensing, acquisition and technology transfer.
- vi. Facilitate networking for Technology Transfer / Acquisition.
- vii. Provide advisory services / training in patent filing and registration.
- viii. Leads analysis of patent policy of India in comparison to other countries.

**Essential Qualifications :**

Ph.D in Life Sciences/ Biotechnology/ Agri/ Plant Sciences from a recognized institute with working knowledge of patent searches and analysis and technology mapping.

**Desirable Qualification:**

MBA from a Premier / Institutes of repute with proven experience in Technology Management.

Excellent Communication & Networking skills and Experience in Business Development.

**Experience:** 16 years with minimum 6 years of experience in a Senior Management position in industry / academia institution / research organization / Govt. agency and having exposure to technology / IPR licensing and familiarity with regulatory functions and business analytics of product management.

**Age Limit:** Maximum 48 years

<ul style="list-style-type: none"> <li>ix. Working on business analytics of project support in terms of impact, absorption and delivery of technology.</li> <li>x. Facilitate commercialization and business / models / market access for innovative products.</li> <li>xi. Coordinate and facilitate revenue generation activities in BIRAC.</li> </ul>	
<p><b>Position :</b> Administrative Officer <span style="float: right;">[Position Code : HRA-01]</span></p> <p style="text-align: right;"><b>Level : E1</b></p> <p><b>No. of Positions:</b> 1[One] <b>Reserved for SC.</b></p> <p><b>Scale of Pay:</b> Rs. 40,000/- 1, 20,000/- plus 35% Perquisites and 24% HRA.</p> <p><b>Job Description:</b> To assist in the Human Resource &amp; Administrative activities of the organization.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Procurement and tender activities including online procurement through GeM portal.</li> <li>ii. Fixed asset Inventory management including codification, preparation of FAR reports.</li> <li>iii. Assist in recruitment and onboarding process.</li> <li>iv. Assist in data management of the Department, including HRMS Portal.</li> <li>v. Plan and coordinate employee engagement activities, reward &amp; recognition and Retention programmes.</li> <li>vi. Assist in integration and implementation of e-office/ERP.</li> <li>vii. Process pay roll and claims of employees.</li> <li>viii. Any other related activities as assigned.</li> </ul>	<p><b>Essential Qualifications:</b></p> <p>Graduate in any discipline from a recognized University / Institute</p> <p><b>Desirable Qualifications:</b></p> <p>Diploma /PG Diploma in Office Management/HR / IR/ OD/Personnel Management /Communications, PR or related subjects from a recognized institute</p> <p><b>Experience :</b> 2 years</p> <p><b>Age Limit :</b> Maximum 30 years</p>

<p><b>Position :</b> Manager : Corporate Affairs <span style="float: right;"><b>[Position Code : CLA-01]</b></span></p> <p style="text-align: right;"><b>Level : E3</b></p> <p><b>No. of Positions :</b> 1[One] <b>Reserved for OBC</b></p> <p><b>Scale of Pay:</b> Rs. 60,000/- 1, 70,000/- plus 35% Perquisites and 24% HRA.</p> <p><b>Job Description:</b> Handling Corporate and Regulatory Compliances and Coordination.</p>	
<p><b>Key Responsibilities :</b></p> <ul style="list-style-type: none"> <li>i. Inter Departmental Coordination &amp; Preparation of Annual Plan, Action Plan.</li> <li>ii. Risk Management Monitoring.</li> <li>iii. Statutory Compliances Coordination with Divisions.</li> <li>iv. DPE MOU Coordination within Divisions.</li> <li>v. Coordination for all Regulatory Information internally for RTI, CPGRAMS.</li> <li>vi. Assistance in Internal Process Review.</li> <li>vii. Inputs for Annual Report /MOU and Coordination with Agencies for Timely Compliance.</li> <li>viii. Work related to Hindi RajBhasha Compliance.</li> </ul>	<p><b>Essential Qualifications :</b></p> <p>Post Graduate Degree in Commerce, Science or Humanities with LLB from a recognized Institute / University or ACS/FCS from the Institute of Company Secretaries of India.</p> <p><b>Desirable Qualifications :</b></p> <p>PG Diploma in Management with Specialization in Finance or Corporate Laws.</p> <p><b>Experience : 6 years</b></p> <p>Minimum 2 years of experience in the relevant profile in a similar organization, government or Autonomous, CPSE o SPSE.</p> <p><b>Age Limit : Maximum 38 years</b></p>
<p><b>Position:</b> Officer Incubation and Entrepreneurship Development <span style="float: right;"><b>[Position Code : SPED-01]</b></span></p> <p style="text-align: right;"><b>Level : E1</b></p> <p><b>Scale of Pay:</b> Rs. 40,000/- 1,20,000/- plus 35% Perquisites and 24% HRA.</p> <p><b>Number of Positions:</b> 2 [Two] <b>(One Position Reserved for OBC &amp; one position UR)</b></p> <p><b>Job Description:</b> Entrepreneurship Development incubation and Startup facilitation.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Work closely with Entrepreneurship Development (ED) team to implement entrepreneurship development schemes and programs.</li> </ul>	<p><b>Essential Qualifications:</b></p> <p>M.Sc. / 4 year Bachelors professional degree program in Life Sciences/ Bio-medical sciences/ Pharmacy and any other allied Biotechnology areas from a recognized institute.</p>

<ul style="list-style-type: none"> <li>ii. Work closely with Partners for smooth execution of programs and activities.</li> <li>iii. Explore and create new partnerships for expansion of ED schemes and programs.</li> <li>iv. Manage and update online interface for grant management schemes.</li> <li>v. Manage and analyse data pertaining to funding/ startups support schemes.</li> <li>vi. Plan and execute ED workshops/ Hackathons/ Ideathons/Start up exchange programmes with national and international partners.</li> <li>vii. Query handling from start ups and aspirants.</li> <li>viii. Prepare concise, well-written documents using appropriate business and technical language.</li> </ul>	<p><b>Desirable Qualifications:</b></p> <p>MBA/ M.Tech/ PG DIPLOMA from a recognized institute in related areas.</p> <p>Excellent written and oral communication skills.</p> <p><b>Experience:</b></p> <p>2 years; preferably in promotion of innovation/ entrepreneurship/incubation.</p> <p><b>Age Limit:</b></p> <p>Maximum 30 years</p>
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**Position:** Officer Incubation (Network Facilitation / Student Entrepreneurship)  
[Position Code : SPED-02]  
**Level:**E1

**Scale of Pay:** Rs. 40,000/- 1,20,000/- plus 35% Perquisites and 24% HRA.

**Number of Positions:** 2[Two] **(One position reserved for OBC & one position UR)**

**Job Description:** Incubation network facilitation for Biotech Startups.

<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Engage with stakeholders involved in S&amp;T incubation especially biotech incubation to understand ecosystem gaps and growth opportunities.</li> <li>ii. Work with Incubation team at BIRAC for selection, identification and operationalization of New BioNEST incubators and / or pre-incubation YUVA Centres and E-YUVA fellows.</li> </ul>	<p><b>Essential Qualifications:</b></p> <p>M.Sc. / M. Tech 4 year Bachelors professional degree program in Life Sciences/ Bio-medical sciences/ Pharmacy/ any other allied Biotechnology areas from a recognized institute</p> <p>Excellent written and oral communication skills.</p>
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<ul style="list-style-type: none"> <li>iii. As a team effort, help create a pipeline of Incubatees and Incubators / E-YUVA Centres and E-YUVA fellows.</li> <li>iv. Support Incubation team for operational activities, monitoring, online portal updates.</li> <li>v. Conduct Site Visits for technical due diligence of the proposals along with the area experts.</li> <li>vi. Assist in organizing (a) annual event BioNEST Conclave (b) Coordinate for Regional Cluster Meets led by Cluster Lead Incubator.</li> <li>vii. Prepare grant documents, ensure timely dispersal of grants and monitor utilization.</li> <li>viii. Contribute to team's objectives and targets through seamless collaboration. Adhere to internal and external compliance responsibilities in a timely manner.</li> <li>ix. Domestic travel will be required.</li> </ul>	<p><b>Desirable Qualifications:</b></p> <p>Ph.D. in Life Sciences / Work for any Management / IP / or related Biotechnology allied areas.</p> <p><b>Experience:</b></p> <p>2 years; preferably 1-year experience in entrepreneurship development and incubation activities in a public or private organization.</p> <p><b>Age Limit:</b></p> <p>Maximum 30 years</p>
<p><b>Position: Manager-Early Stage Funding</b> [Position Code : SPED-03]  <b>Level: E3</b></p> <p><b>Scale of Pay:</b> Rs. 60,000/- 1,70,000/- plus 35% Perquisites and 24% HRA.</p> <p><b>Number of Positions:</b> 1[One]</p> <p><b>Job Description:</b> Investment facilitation for Biotech Startups growth and scaling.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Analyzing biotech startup deal flow and pipeline for investments.</li> <li>ii. Actively engage with early stage Biotech startups, investors. Hold Investor forums, Startup interactions, actively maintain visibility of promising startup to attract investments.</li> </ul>	<p><b>Essential Qualifications:</b></p> <p>Master's degree in Commerce/ Business Administration (Finance) from a recognized institute with at least Graduate degree in life sciences/ biotech and allies areas.</p>

<ul style="list-style-type: none"> <li>iii. Portfolio assessment, facilitate and maintain follow through to monitor startups funding and growth traction.</li> <li>iv. Facilitate conducting of due diligence work for new investments, and provide support for team on technological, strategic and market analysis.</li> <li>v. Manage review meetings, drawdown requests, Interface with Advisory Committee, Selection Committees and Stakeholders.</li> <li>vi. Develop and adapt innovative approaches for replicable fundraising strategies.</li> <li>vii. Coordinating with project teams for ensuring timely and efficient implementation of sponsored projects based deliverables and agreed milestones.</li> <li>viii. Prepare periodic analysis reports, and strategic documents, identify gaps and suggest actionable solutions for the ecosystem growth.</li> <li>ix. Any other duties related to the position that emerge from organizational management planning as and when required.</li> <li>x. Domestic travel will be required.</li> </ul>	<p><b>Desirable Qualifications:</b></p> <p>Post Graduate degree in life sciences/ biotechnology.</p> <p>Excellent written and oral communication skills</p> <p><b>Experience :</b></p> <p><b>6 Years</b></p> <p>Minimum of 4 years of proven, hands-on experience in investment processes, resource mobilization, fundraising, company valuation, early stage technology assets management.</p> <p>Understanding of Biotech sector shall be an added strength.</p> <p><b>Age Limit :</b> Maximum 38 years</p>
<p><b>Position :</b> Officer : Technical <span style="float: right;">[Position Code : TECH-01]</span></p> <p style="text-align: right;"><b>Level : E1</b></p> <p><b>No. of Positions :</b> 1[One] <b>Reserved for EWS [General]</b></p> <p><b>Scale of Pay:</b> Rs. 40,000/- 1,20,000/- plus 35% Perquisites and 24% HRA.</p> <p><b>Job Description:</b> To support technical activities of different schemes of BIRAC and to assist Head Technical for project appraisal and technical due diligence.</p>	
<p><b>Key Responsibilities :</b></p> <ul style="list-style-type: none"> <li>i. Make detailed technical reports, analyze data and interpret results.</li> <li>ii. Technical monitoring of all projects.</li> </ul>	<p><b>Essential Qualifications :</b></p> <p>B.Tech / M.Sc in Life Sciences / Biotechnology / Pharma / Agri / Plant Sciences from a recognized institute.</p>

<ul style="list-style-type: none"> <li>iii. Evaluate the project specific technologies, project results, products and processes and define future strategies.</li> <li>iv. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention.</li> <li>v. Support the projects for product development and regulatory approval process.</li> <li>vi. Understand team objectives and cooperate and collaborate with others to achieve them.</li> <li>vii. Adhere to internal and external compliance responsibilities in a timely manner.</li> </ul>	<p>Experience in making detailed reports and giving presentations.</p> <p><b>Desirable Qualifications :</b></p> <p>Ph.D in Life Sciences / Biotechnology / Pharma / Agri / Plant Sciences / M.Tech from a recognized institute.</p> <p>Excellent written, verbal communication and documentation skills.</p> <p>Excellent Analytical and conceptual thinking skills.</p> <p><b>Experience :</b> Minimum 2 years</p> <p><b>Age Limit :</b> Maximum 30 years</p>
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**Position :** Officer : Finance & Accounts [Position Code : FA-01]  
**Level :** E1

**No. of Positions :** 1[One]

**Scale of Pay:** Rs. 40,000/- 1,20,000/- plus 35% Perquisites and 24% HRA.

**Job Description:** To perform Accounts and Finance related work of the Organization.

<p><b>Key Responsibilities :</b></p> <ul style="list-style-type: none"> <li>i. Developing and maintenance of accounting principles &amp; documentation of systems.</li> <li>ii. Prepare Budget and report variance.</li> <li>iii. Coordination with bankers and funds management.</li> <li>iv. Responsible for TDS, GST, PF compliance.</li> <li>v. Preparation of financial statements, half yearly/ annual closing of books.</li> <li>vi. Financial Analysis &amp; Reporting, and forecasting.</li> <li>vii. Liaise with of Statutory Audit and Internal Audit to ensure smooth and timely audits.</li> </ul>	<p><b>Essential Qualifications :</b></p> <p>B.Com from a recognized University / Institute plus PG Diploma (Finance) from a recognized institute</p> <p><b>Desirable Qualifications :</b></p> <p>CA from a recognized institute</p> <p><b>Experience :</b> Minimum 2 years</p> <p><b>Age Limit :</b> Maximum 30 years</p>
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<ul style="list-style-type: none"> <li>viii. Fixed assets Register &amp; reconciliation.</li> <li>ix. Engage with Financial consultant, computation of income, filing of ITR.</li> <li>x. Prepare and update key process and documentation.</li> <li>xi. Review and update process to ensure efficiency.</li> <li>xii. Prepare Budget and report variance.</li> <li>xiii. Analysis of information and Forecasting cash flow.</li> <li>xiv. Process AR /AP / Vendor payment/collection.</li> <li>xv. Prepare timely reconciliation.</li> <li>xvi. Preparation of Finance reports for projects, review of FDD reports.</li> <li>xvii. Review of grant registers, financial closure of completed projects Loan &amp; Recovery Management.</li> <li>xviii. Preparation of process for Royalty monitoring.</li> <li>xix. Liaise with of Statutory Audit and Internal Audit to ensure smooth and timely audits.</li> <li>xx. Financial due diligence of application for sanction of grant.</li> </ul>	
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**Position :** Officer : IT [Position Code : IT-01]  
Level : E1

**No. of Positions :** 1[One] **Reserved for Physically Challenged [General]**

**Scale of Pay:** Rs. 40,000/- 1,20,000/- plus 35% Perquisites and 24% HRA.

**Job Description:** To work and assist in the IT Department of the Organization.

<p><b>Key Responsibilities :</b></p> <ul style="list-style-type: none"> <li>i. Assist in fast development/Implementation of IT applications by gathering information.</li> </ul>	<p><b>Essential Qualifications :</b></p> <p>B.Tech (CS/IT) or B.E. (CS/IT) or MCA from a recognized University / Institute.</p>
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<ul style="list-style-type: none"> <li>ii. HRMS development, building/debugging the code as per guidelines, upgradation of existing system, incorporation of new IT techniques, system testing with patching. Debug existing source code and polish feature sets.</li> <li>iii. Contribute in online user support, technical design documentation, application rollout, optimized and documented source code.</li> <li>iv. Handling IT inventory, content updation, installation and modification of system configuration, system testing, hardware, software, systems, networks, printers and scanners and implementation of system enhancements/upgrades and debugging.</li> <li>v. Integration of existing modules and implementation of e-office/ERP.</li> </ul>	<p><b>Experience :</b> 2 years</p> <p><b>Age Limit :</b> Maximum 30 years</p>
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**Position :** Officer : Investment [Position Code : INV-01]  
**Level :** E1

**No. of Positions :** 02 [Two] **Reserved for OBC**

**Scale of Pay:** Rs. 40,000/- 1,20,000/- plus 35% Perquisites and 24% HRA.

**Job Description :** Responsible for Management of Projects under different Investment Schemes.

<p><b>Key Responsibilities :</b></p> <ul style="list-style-type: none"> <li>i. Project appraisal and technical due diligence.</li> <li>ii. Make detailed technical reports, analyze data and interpret results.</li> <li>iii. Technical monitoring and grant management of assigned projects / scheme.</li> <li>iv. Evaluate the project specific technologies, project results, products and processes and define future strategies.</li> </ul>	<p><b>Essential Qualifications :</b></p> <p>M.Sc in Life Sciences / Biotechnology / Agri / Plant Sciences from a recognized and reputed institute.</p> <p><b>Desirable Qualifications :</b></p> <p>M.Tech / Ph.D in Life Sciences / Biotechnology / Agri / Plant Sciences / M.Tech from a recognized and reputed Institute.</p>
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<p>v. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention.</p> <p>vi. Supports the projects for product development regulatory approval process.</p> <p>vii. Understand team objectives and cooperate and collaborate with others to achieve them.</p> <p>viii. Adhere to internal and external compliance responsibilities in a timely manner.</p>	<p><b>Experience :</b> Minimum 2 years</p> <p><b>Age Limit :</b> Maximum 30 years</p>
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