

**BIRAC POSITIONS**

<p><b>Position: Finance and Accounts Officer – (Reserved for OBC) (Position Code FIN-01)</b></p> <p><b>Salary:</b> Monthly CTC Rs. 38000/- - A higher start could be given to deserving candidates depending on qualifications and experience as recommended by the Selection Committee.</p> <p><b>Job Description:</b> To assist in the finance and accounting works of the organization.</p>	
<p><b>1. Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Prepare, examine, and analyse accounting records, statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards</li> <li>ii. Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.</li> <li>iii. Develop, implement, modify, and document recordkeeping of activities, making use of current computer technology.</li> <li>iv. Timely processing of bills for payment, reviewing expenses, payroll records and keep a watch on allocated budget.</li> <li>v. Post and process entries, keep watch on cash, bank balances, Investments and assist Managers to ensure all business transactions are recorded</li> <li>vi. Monitoring receivables, consistently follow up collection of dues, delay in payments, and other discrepancies and perform reconciliation</li> <li>vii. Assist in maintenance of Fixed Asset Register and physical verification of assets, safe custody of documents.</li> <li>viii. Adhere to internal and external compliance responsibilities in a timely manner.</li> </ul>	<p><b>2. Necessary Qualification:</b></p> <p>B.Com/ from a recognized and reputed institute. M Com/ MBA (Finance) from a recognized and reputed institute will be preferred.</p> <p><b>3. Experience:</b></p> <p>At least 2 years of work experience in Accounts and Finance in services/ funding organization. Experience in Government PSU will be preferred.</p> <p><b>4. Age Limit:</b></p> <p>35 years</p>
<p><b>Position: Admin. Officer - (Position Code ADM-01)</b></p> <p><b>Salary:</b> Monthly CTC Rs. 38000/- - A higher start could be given to deserving candidates depending on qualifications and experience as recommended by the Selection Committee.</p> <p><b>Job Description:</b> To assist in the HR&amp; Administrative activities of the organization.</p>	
<p><b>1. Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Work with HR and Administration to provide Administrative support to the Department.</li> <li>ii. Assist in Procurement of goods and</li> </ul>	<p><b>1. Necessary Qualifications:</b></p> <p>Graduate degree with minimum 60% marks from a recognized and reputed University/ Institute.</p>

<p>services, stationery and other consumables including preparation of tender documents and processing vendor payments.</p> <p>iii. Records and data management, preparation of reports and execute official correspondence.</p> <p>iv. Organising day to day events, meetings and conferences, travel and logistic arrangements.</p> <p>v. Maintain records for attendance, Salary Administration, Stationary indents, disbursement as required.</p> <p>vi. Upkeep weekly/monthly MIS records on HR and other parameters related to administration.</p> <p>vii. Assist in Coordinating facilities maintenance and operations and administering housekeeping services.</p>	<p><b>2. Preferable Qualifications:</b></p> <p>MBA in HR / Personnel Management or related subjects from a recognized and reputed Institute.</p> <p><b>3. Experience:</b></p> <p>At least 2 years of work experience in Admin related activities in a services / public sector/ government organization. Good knowledge of Govt. Rules on procurement / inventory management.</p> <p><b>4. Age Limit</b></p> <p>35 years</p>
<p><b>Position: Manager (Technology Transfer and Commercialization) - (Position Code BD-01)</b></p> <p><b>Salary:</b> Monthly CTC Rs. 57000/- - A higher start could be given to deserving candidates depending on qualifications and experience as recommended by the Selection Committee.</p> <p><b>Job Description:</b> To be responsible for facilitating transfer / commercialization of Technologies / Products Developed through the BIRAC projects.</p>	
<p><b>1. Key Responsibilities:</b></p> <p>i. Technology Transfer provide assistance in developing the commercialization plan for all BIRAC generated technologies / products.</p> <p>ii. Create showcasing and branding opportunities for BIRAC products / technologies.</p> <p>iii. Arrange Innovation Market Place and other Investor forums for Technology / Product commercialization.</p> <p>iv. Develop relationship and networks with potential funding agencies and connect the grantees with agencies.</p> <p>v. Identify existing and new agencies and funding opportunities in the biotech sector for investment the Startups.</p> <p>vi. Responsible for all corporate branding, communication, exhibitors.</p>	<p><b>1. Necessary Qualifications:</b></p> <p>MSc/ M Tech in life sciences/bio technology/ pharma/ agri/plant sciences. Ph.D in any of the above will be preferred.</p> <p><b>2. Preferable Qualifications:</b></p> <p>MBA in Business Development, Technology Transfer and Marketing</p> <p>Should have good communication skills.</p> <p><b>3. Experience:</b></p> <p>At least 3 years of work experience in Pharma / Biotech / Life Sciences Industry and Research Institutes in facilitating technology transfer and commercialization of technologies / products for Level II position.</p> <p><b>4. Age Limit</b></p> <p>40 years</p>