

**BIRAC POSITIONS**

**Position: Deputy General Manager (Specialized Services) – Level E 6 Band 1 (Position Code IP-01)**

**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.

**1. Key Responsibilities:**

- i. Leading the Team on IP and Technology Transfer.
- ii. End to end innovation management.
- 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.
- ix. Working on business analytics of project support in terms of impact, absorption and delivery of technology.
- x. Coordinate and facilitate revenue generation activities in BIRAC.

**2. Essential Qualification:**

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

OR

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

**3. Desirable Qualification:**

- a. Excellent Communication & Networking skills and Experience in Business Development.

**4. 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.

**5. Age Limit:**

48 years

**Position: Senior Manager (Technical) - Level E 4 Band 1 (Position Code TG-01)**

**Scale of Pay:** Rs. 70,000/- - 1,90,000/- plus 35% perks and 24% HRA.

**Job Description:** Responsible for Technical Management of projects.

**1. Key Responsibilities:**

- i. Work closely with experts to identify priorities and need based project
- ii. Assist Head Technical for project appraisal and technical due diligence.
- iii. Make detailed technical reports, analyze data and interpret results.
- iv. Technical monitoring of all projects.
- v. Evaluate the project specific technologies, project results, products and processes and define future strategies.
- vi. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention
- vii. Supports the projects for product development regulatory approval process.
- viii. Understand team objectives and cooperate and collaborate with others to achieve them
- ix. Adhere to internal and external compliance responsibilities in a timely manner.

**2. Essential Qualifications:**

Ph.D in Life Sciences / Biotechnology / Pharma / Agri / Plant Sciences from a recognized and reputed institute.

**3. Experience:**

Minimum 10 years of work experience with minimum 3 years of experience in a senior position with experience of Grant / Project Management.

**4. Age Limit**

40 years

**Position: Officer (Investment) - Level E 1 Band 1 (Position Code IG-01) Reserved for OBC**

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

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

|   |  |
|---|--|
| <p><b>1. Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Assist Head Investment for 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> <li>v. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention</li> <li>vi. Supports the projects for product development regulatory approval process.</li> <li>vii. Understand team objectives and cooperate and collaborate with others to achieve them</li> <li>viii. Adhere to internal and external compliance responsibilities in a timely manner.</li> </ul> | <p><b>2. Essential Qualifications:</b></p> <p>B.Tech / M.Sc in Life Sciences / Biotechnology / Agri / Plant Sciences from a recognized and reputed institute.</p> <p><b>3. 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> <p><b>4. Experience:</b></p> <p>Minimum 2 years of work experience</p> <p><b>5. Age Limit</b></p> <p>30 years</p> |
|---|--|

**Position: Officer (Advanced Stage Funding, Equity Schemes) - Level E 1 Band 1 (Position Code SPED-01)**

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

**Job Description:** Responsible for advanced stage funding, equity investments schemes of BIRAC.

|   |  |
|---|--|
| <p><b>1. Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Responsible for advanced stage funding, equity schemes / models &amp; identify potential investments areas in line with BIRAC's vision and investment policies.</li> <li>ii. Organize Advanced Stage funding schemes meetings, prepare reports and ensure compliance as per guidelines.</li> <li>iii. Provide an interface with Investment Committee and Startups.</li> <li>iv. Review all performance of investment portfolio and prepare required report for arrangement in accordance to company policies.</li> <li>v. Ensure compliance to relevant policies and laws.</li> <li>vi. Identify new avenues, gap areas to address in investment policies &amp; submit for management approval.</li> <li>vii. Individual must have knowledge and understanding of financial due</li> </ul> | <p><b>1. Essential Qualifications:</b></p> <p>B.Com / M.Com in Finance, Economics, Business Management, Microfinance or other relevant field.</p> <p><b>2. Desirable Qualifications:</b></p> <p>MBA / PG Diploma in Finance, Business Management or relevant field.</p> <p><b>3. Experience:</b></p> <p>Minimum 2 years of work experience in financial, organizational strategic analysis of small to medium enterprises and preferably microfinance institutions.</p> <p><b>4. Age Limit</b></p> <p>30 years</p> |
|---|--|

|  |  |
|--|--|
| <p>diligence.</p> <p>viii. Knowledge of handling equity investments and understanding of Go to Market Strategy and Planning.</p> <p>ix. Understanding of Life Science / Deeptech / Agritech Sectors.</p> <p>x. Experience of handling loans, equity, royalty, recovery, etc.</p>   |  |
| <p><b>Position: Senior Manager (Finance and Accounts) - Level E 4 Band 1 (Position Code FA-01)</b></p>   |  |
| <p><b>Scale of Pay:</b> Rs. 70,000/- - 1,90,000/- plus 35% perks and 24% HRA.</p>  |  |
| <p><b>Job Description:</b> To perform the highly specialized Accounting work in line with general Accounting principles as per Companies Act.</p>  |  |
| <p><b>1. Key Responsibilities:</b></p> <ol style="list-style-type: none"> <li>i. Financial planning, Budgeting.</li> <li>ii. Supervises, directs, and reviews the work of the accounting staff (including, but not limited to, cash reconciliations, trust account statement reconciliations, check runs, accounts receivable transactions, payroll, accounts payable transactions, debt activity, recording of revenue and expenses etc.).</li> <li>iii. Review the working capital requirements, employee entitlements provisions, valuation implications, risks and opportunities and taxation implications</li> <li>iv. Maintain organized set of detailed records and files to document financial transactions</li> <li>v. Resolve complex accounting issues or assists others in resolving financial issues</li> <li>vi. Review general ledger on a monthly basis to ensure accuracy of posting</li> <li>vii. Coordinate monthly, quarterly, and annual closing activities</li> <li>viii. Produce quarterly and annual financial statements and financial reports for board meetings</li> <li>ix. Make and implement recommendations to improve accounting processes and procedures</li> <li>x. Collaborate with the retained audit firm to ensure a clean and timely year end audit</li> <li>xi. Authority for approving petty cash matters of the employees</li> <li>xii. Understands personal and team role and responsibilities</li> <li>xiii. Based on formal and informal feedback received, takes action to address areas for growth and improvement of self</li> </ol> | <p><b>2. Necessary Qualification:</b></p> <p>M.Com from a recognized University / Institute and PG Diploma (Finance) from a recognized institute.</p> <p><b>3. Experience:</b></p> <p>Minimum 10 years of experience with 3 years of work experience in a senior position in Finance &amp; accounts department of private / public sector / government organization handling finance, planning, budgeting, preparation of financial statements, Audit, etc.</p> <p><b>4. Desirable Qualifications:</b></p> <p>CA</p> <p><b>5. Age Limit:</b></p> <p>40 years</p> |

**Position: Finance and Accounts Officer - Level E 1 Band 1 (Position Code FA-02) (Reserved for SC)**

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

**Job Description:** To assist in the finance and accounting works of the organization.

|  |  |
|--|--|
| <p><b>1. Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>i. Daily accounting activities required to maintain the general ledger.</li><li>ii. Prepare, examine, and analyse accounting records, statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards</li><li>iii. Timely processing of bills for payment, reviewing expenses, payroll records and keep a watch on allocated budget.</li><li>iv. Post and process entries, keep watch on cash, bank balances, Investments and assist Managers to ensure all business transactions are recorded</li><li>v. Monitoring receivables, consistently follow up collection of dues, delay in payments, and other discrepancies and perform reconciliation</li><li>vi. Assist in maintenance of Fixed Asset Register and physical verification of assets, safe custody of documents.</li><li>xiv. Adhere to internal and external compliance responsibilities in a timely manner.</li><li>xv. Maintain organized set of detailed records and files to document financial transactions</li></ul> | <p><b>2. Essential Qualifications:</b></p> <p>B.Com from a recognized University / Institute plus PG Diploma in Finance from a recognized and reputed institute.</p> <p><b>3. Desirable Qualifications</b></p> <p>CA</p> <p><b>4. Experience:</b></p> <p>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>30 years</p> |
|--|--|

**Position: Officer (HR & Admin.) - Level E 1 Band 1 (Position Code ADM-01)**

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

**Job Description:** To assist in the HR& Administrative activities of the organization.

|  |   |
|--|---|
| <p><b>1. Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>i. Work with HR and Administration to provide HR &amp; Administrative support to the Department.</li><li>ii. To assist in recruitment and on boarding process, maintaining service records of employees, conducting orientation and training programmes, employee engagement activities, reward &amp; recognition and retention</li></ul> | <p><b>1. Necessary Qualifications:</b></p> <p>Graduate in any discipline with minimum 60% marks from a recognized and reputed University/ Institute.</p> <p><b>2. Desirable Qualifications:</b></p> <p>Diploma / PG Diploma in Office Management / MBA in HR.</p> |
|--|---|

|   |   |
|---|---|
| <p>programmes, payroll processing and performance management of employees.</p> <p>iii. To assist in tendering process and procurement related activities.</p> <p>iv. To assist in vendor management, monitoring of housekeeping, security and facility management services and inventory control.</p> <p>v. To handle the logistics requirement of the organization.</p> <p>vi. Any other related matter.</p> | <p><b>3. Experience:</b></p> <p>2 years of work experience in HR &amp; 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>30 years</p> |
|---|---|

**Position: IT Officer - Level E 1 Band 1 (Position Code IT-01)**

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

**Job Description:** To assist in the IT department of the organization.

|   |   |
|---|---|
| <p><b>2. Key Responsibilities:</b></p> <p>i. Development/Implementation of IT applications by gathering information, HRMS development, building/debugging the code, upgradation of existing system, incorporation of new IT techniques, system testing with patching and implement the security compliance. Use of emerging technologies trends and apply them into operations and activities</p> <p>ii. Good understanding of PHP, Frameworks and Object-oriented programming paradigm</p> <p>iii. Advanced understanding of front-end technologies, such as JavaScript, HTML5, and CSS3.</p> <p>iv. Well versed with SQL/NoSQL databases and their declarative query languages</p> <p>v. To contribute in online user support, technical design documentation, application rollout, optimized and documented source code.</p> <p>vi. Responsible for content updation, software(s), User Acceptance Testing and End User training.</p> <p>vii. To handle IT inventory, installation and modification of system configuration, hardware, systems, networks, printers and scanners and implementation of system enhancements/upgrades and debugging.</p> <p>viii. Co-ordinate with web designers to</p> | <p><b>2. Essential Qualifications:</b></p> <p>B. Tech (CS/IT) or B.E. (CS/IT)/ MCA from a recognized University/Institute.</p> <p><b>3. Desirable Qualifications</b></p> <p>M.Tech</p> <p><b>4. Experience:</b></p> <p>Minimum 2 years of work experience in Core and Advanced PHP programming.</p> <p><b>5. Age Limit:</b></p> <p>30 years</p> |
|---|---|

|  |  |
|--|--|
| <p>match visual design intent.</p> <p>ix. Interact with the IT agencies on a regular basis on behalf of BIRAC.</p> |  |
|--|--|