

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

Position : Manager : Corporate Affairs

[Position Code : CLA-01]

Level : E3

No. of Positions : 1[One] **Reserved for OBC**

Scale of Pay: Rs. 60,000/- 1, 70,000/- plus 35% Perquisites and 24% HRA.

Job Description: Handling Corporate and Regulatory Compliances and Coordination.

Key Responsibilities :

- i. Inter Departmental Coordination & Preparation of Annual Plan, Action Plan.
- ii. Risk Management Monitoring.
- iii. Statutory Compliances Coordination with Divisions.
- iv. DPE MOU Coordination within Divisions.
- v. Coordination for all Regulatory Information internally for RTI, CPGRAMS.
- vi. Assistance in Internal Process Review.
- vii. Inputs for Annual Report /MOU and Coordination with Agencies for Timely Compliance.
- viii. Work related to Hindi RajBhasha Compliance.

Essential Qualifications :

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.

Desirable Qualifications :

PG Diploma in Management with Specialization in Finance or Corporate Laws.

Experience : 6 years

Minimum 2 years of experience in the relevant profile in a similar organization, government or Autonomous, CPSE o SPSE.

Age Limit : Maximum 38 years

Position: Officer Incubation and Entrepreneurship Development

[Position Code : SPED-01]

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: Entrepreneurship Development incubation and Startup facilitation.

Key Responsibilities:

- i. Work closely with Entrepreneurship Development (ED) team to implement entrepreneurship development schemes and programs.

Essential Qualifications:

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.

<ul style="list-style-type: none"> ii. Work closely with Partners for smooth execution of programs and activities. iii. Explore and create new partnerships for expansion of ED schemes and programs. iv. Manage and update online interface for grant management schemes. v. Manage and analyse data pertaining to funding/ startups support schemes. vi. Plan and execute ED workshops/ Hackathons/ Ideathons/Start up exchange programmes with national and international partners. vii. Query handling from start ups and aspirants. viii. Prepare concise, well-written documents using appropriate business and technical language. 	<p>Desirable Qualifications:</p> <p>MBA/ M.Tech/ PG DIPLOMA from a recognized institute in related areas.</p> <p>Excellent written and oral communication skills.</p> <p>Experience:</p> <p>2 years; preferably in promotion of innovation/ entrepreneurship/incubation.</p> <p>Age Limit:</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>Key Responsibilities:</p> <ul style="list-style-type: none"> i. Engage with stakeholders involved in S&T incubation especially biotech incubation to understand ecosystem gaps and growth opportunities. 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. 	<p>Essential Qualifications:</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"> iii. As a team effort, help create a pipeline of Incubatees and Incubators / E-YUVA Centres and E-YUVA fellows. iv. Support Incubation team for operational activities, monitoring, online portal updates. v. Conduct Site Visits for technical due diligence of the proposals along with the area experts. vi. Assist in organizing (a) annual event BioNEST Conclave (b) Coordinate for Regional Cluster Meets led by Cluster Lead Incubator. vii. Prepare grant documents, ensure timely dispersal of grants and monitor utilization. viii. Contribute to team's objectives and targets through seamless collaboration. Adhere to internal and external compliance responsibilities in a timely manner. ix. Domestic travel will be required. 	<p>Desirable Qualifications:</p> <p>Ph.D. in Life Sciences / Work for any Management / IP / or related Biotechnology allied areas.</p> <p>Experience:</p> <p>2 years; preferably 1-year experience in entrepreneurship development and incubation activities in a public or private organization.</p> <p>Age Limit:</p> <p>Maximum 30 years</p>
<p>Position: Manager-Early Stage Funding [Position Code : SPED-03] Level: E3</p> <p>Scale of Pay: Rs. 60,000/- 1,70,000/- plus 35% Perquisites and 24% HRA.</p> <p>Number of Positions: 1[One]</p> <p>Job Description: Investment facilitation for Biotech Startups growth and scaling.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> i. Analyzing biotech startup deal flow and pipeline for investments. ii. Actively engage with early stage Biotech startups, investors. Hold Investor forums, Startup interactions, actively maintain visibility of promising startup to attract investments. 	<p>Essential Qualifications:</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"> iii. Portfolio assessment, facilitate and maintain follow through to monitor startups funding and growth traction. iv. Facilitate conducting of due diligence work for new investments, and provide support for team on technological, strategic and market analysis. v. Manage review meetings, drawdown requests, Interface with Advisory Committee, Selection Committees and Stakeholders. vi. Develop and adapt innovative approaches for replicable fundraising strategies. vii. Coordinating with project teams for ensuring timely and efficient implementation of sponsored projects based deliverables and agreed milestones. viii. Prepare periodic analysis reports, and strategic documents, identify gaps and suggest actionable solutions for the ecosystem growth. ix. Any other duties related to the position that emerge from organizational management planning as and when required. x. Domestic travel will be required. 	<p>Desirable Qualifications:</p> <p>Post Graduate degree in life sciences/ biotechnology.</p> <p>Excellent written and oral communication skills</p> <p>Experience :</p> <p>6 Years</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>Age Limit : Maximum 38 years</p>
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Position : Officer : Technical

[Position Code : TECH-01]

Level : E1

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

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

Job Description: To support technical activities of different schemes of BIRAC and to assist Head Technical for project appraisal and technical due diligence.

Key Responsibilities :

- i. Make detailed technical reports, analyze data and interpret results.
- ii. Technical monitoring of all projects.

Essential Qualifications :

B.Tech / M.Sc in Life Sciences / Biotechnology / Pharma / Agri / Plant Sciences from a recognized institute.

<ul style="list-style-type: none"> iii. Evaluate the project specific technologies, project results, products and processes and define future strategies. iv. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention. v. Support the projects for product development and regulatory approval process. vi. Understand team objectives and cooperate and collaborate with others to achieve them. vii. Adhere to internal and external compliance responsibilities in a timely manner. 	<p>Experience in making detailed reports and giving presentations.</p> <p>Desirable Qualifications :</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>Experience : Minimum 2 years</p> <p>Age Limit : 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>Key Responsibilities :</p> <ul style="list-style-type: none"> i. Developing and maintenance of accounting principles & documentation of systems. ii. Prepare Budget and report variance. iii. Coordination with bankers and funds management. iv. Responsible for TDS, GST, PF compliance. v. Preparation of financial statements, half yearly/ annual closing of books. vi. Financial Analysis & Reporting, and forecasting. vii. Liaise with of Statutory Audit and Internal Audit to ensure smooth and timely audits. 	<p>Essential Qualifications :</p> <p>B.Com from a recognized University / Institute plus PG Diploma (Finance) from a recognized institute</p> <p>Desirable Qualifications :</p> <p>CA from a recognized institute</p> <p>Experience : Minimum 2 years</p> <p>Age Limit : Maximum 30 years</p>
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<ul style="list-style-type: none"> viii. Fixed assets Register & reconciliation. ix. Engage with Financial consultant, computation of income, filing of ITR. x. Prepare and update key process and documentation. xi. Review and update process to ensure efficiency. xii. Prepare Budget and report variance. xiii. Analysis of information and Forecasting cash flow. xiv. Process AR /AP / Vendor payment/collection. xv. Prepare timely reconciliation. xvi. Preparation of Finance reports for projects, review of FDD reports. xvii. Review of grant registers, financial closure of completed projects Loan & Recovery Management. xviii. Preparation of process for Royalty monitoring. xix. Liaise with of Statutory Audit and Internal Audit to ensure smooth and timely audits. xx. Financial due diligence of application for sanction of grant. 	
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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>Key Responsibilities :</p> <ul style="list-style-type: none"> i. Assist in fast development/Implementation of IT applications by gathering information. 	<p>Essential Qualifications :</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"> 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. iii. Contribute in online user support, technical design documentation, application rollout, optimized and documented source code. 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. v. Integration of existing modules and implementation of e-office/ERP. 	<p>Experience : 2 years</p> <p>Age Limit : 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>Key Responsibilities :</p> <ul style="list-style-type: none"> i. Project appraisal and technical due diligence. ii. Make detailed technical reports, analyze data and interpret results. iii. Technical monitoring and grant management of assigned projects / scheme. iv. Evaluate the project specific technologies, project results, products and processes and define future strategies. 	<p>Essential Qualifications :</p> <p>M.Sc in Life Sciences / Biotechnology / Agri / Plant Sciences from a recognized and reputed institute.</p> <p>Desirable Qualifications :</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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- v. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention.
- vi. Supports the projects for product development regulatory approval process.
- vii. Understand team objectives and cooperate and collaborate with others to achieve them.
- viii. Adhere to internal and external compliance responsibilities in a timely manner.

Experience : Minimum 2 years

Age Limit : Maximum 30 years