

BIRAC POSITIONS

Position: Admin. Officer-Level1 (Position Code ADM-01)

Salary: Monthly CTC between Rs. 38000/- and Rs 48000/- depending on qualifications and experience and recommended by the Selection Committee.

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

1. Key Responsibilities:

- i. Work with HR and Administration to provide Administrative support to the Department.
- ii. Assist in Procurement of goods and services, stationery and any other consumables.
- iii. Records and data management, preparation of reports and execute official correspondence.
- iv. Arrangement of travel and other logistics as per request raised.
- v. Organising day to day events, meetings and conferences.
- vi. Keeping an account of documentation, details and information related to rosters of various activities.
- vii. Maintain records for attendance, Salary Administration, Stationary indents, disbursement as required.
- viii. Upkeep weekly/monthly MIS records on HR and other parameters related to administration.
- ix. Assist in Coordinating facilities maintenance and operations and administering housekeeping services.
- x. Assist in Tendering process including preparation of documents.
- xi. Processing vendor payments and contract management.
- xii. Any other work assigned by Manager, Sr. Manager, Director & Managing Director.

2. Necessary Qualifications:

Graduate degree from a recognised and reputed University/ Institute. MBA in HR or related subjects from a recognized and reputed institute.

3. Experience:

3-6 years with at least 2-3 years of work experience in Admin related activities in a services / public sector/ government organization.

4. Age Limit

35 years

Position : Legal Officer- Level1 (Position Code LA-01)

Salary : Monthly CTC between Rs. 38000/- and Rs 48000/- depending on qualifications and experience and recommended by the selection Committee

Job Description: responsible for providing legal and advisory services and ensuring effective management of legal and contractual risks

| | |
|---|---|
| <p>1. Key responsibilities:</p> <p>a. Legal</p> <ul style="list-style-type: none"> i. Provide legal guidance for ongoing programmes and schemes. ii. Provide legal and risk management advice to management especially on contract management. iii. Assist in legal due diligence process and review the diligence reports iv. Draft, Review and provide legal advice on tender documents v. To act or plead on behalf of BIRAC in a court of law as an advocate vi. Provide and interprets legal information, conducts training and disseminates appropriate legal requirements to staff. <p>b. Policy development</p> <ul style="list-style-type: none"> vii. Review and advise management on legal implications of internal policies and procedures <p>c. Contract negotiation</p> <ul style="list-style-type: none"> viii. Prepare, review and modify contractual instruments to assist and support various organisational activities. <p>d. Regulatory compliance</p> <ul style="list-style-type: none"> ix. Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly. x. Compliance in statutory obligations and advises management accordingly. <p>e. Team Management</p> <ul style="list-style-type: none"> xi. Share within and across teams, undertake vetting of funding Agreements, Royalty agreements etc. | <p>2. Necessary Qualifications & Experience:</p> <p>LLB from recognized and reputed institute. LLM from a recognized and reputed institute will be preferred</p> <p>3. Experience</p> <p>3-6 years with at least 2-3 years of experience in dealing with contracts for financing, technology transfer, technology licensing, mergers and acquisitions including drafting hypothecation deeds, collaterals etc.</p> <p>4. Age Limit</p> <p>35 Years</p> |
|---|---|

Position: Technical Manager - Level 2(Position Code TG-02)

Salary: Monthly CTC between Rs. 57,000/- and Rs. 67,000/- depending on qualifications and experience as recommended by the Selection Committee.

Job Description: To provide technical guidance and support for projects.

1. Key Responsibilities:

a. Research Analysis

- i. Work closely with experts to identify priorities and need based project
- ii. Provide technical support for project appraisal and technical due diligence.
- iii. Provide technical support for Strategic Research and Mission projects.
- iv. Make detailed reports, analyze data and interpret results.
- v. Evaluate the project specific technologies, project results, products and processes and define future strategies.
- vi. Write reports and summaries for different tasks.

b. General

- vii. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention
- viii. Initiate and manage external relationships and collaborations with academic and commercial parties
- ix. Supports the projects in regulatory approval process.

c. Team Management

- x. Understand team objectives and cooperate and collaborate with others to achieve them
- xi. Adhere to internal and external compliance responsibilities in a timely manner.

2. Necessary Qualification & Experience:

MSc/ M Tech in Applied Life Sciences/ Biotechnology / Industrial Biotechnology / Plant Biotechnology/ Microbiology / Agriculture / Plant Sciences / Animal Sciences/ Veterinary Physician.

3. Preferable:

PhD in Life Sciences/ Pharma/ Agriculture / Industrial Bio Technology from a recognized and reputed institute in related areas.

4. Experience:

5-8 years with at least 3 years of work experience in Pharma / Agri / Industrial Biotech or related industry or academic research institutes.

3. Age Limit

40 years

Position: Technical Officer - Level 1 (Position Code TG-01)

Salary: Monthly CTC between Rs. 38,000/- and Rs. 48,000/- depending on qualifications and experience as recommended by the Selection Committee.

Job Description: To provide technical guidance and support for projects.

| | |
|--|---|
| <p>1. Key Responsibilities:</p> <p>a. Research Analysis</p> <ul style="list-style-type: none"> 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 observations, analyze data and interpret results. iv. Evaluate the project specific technologies, project results, products and processes and define future strategies. <p>b. General</p> <ul style="list-style-type: none"> v. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention vi. Initiate and manage external relationships and collaborations with academic and commercial parties vii. Supports the projects in regulatory approval process. <p>c. Team Management</p> <ul style="list-style-type: none"> 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. | <p>2. Necessary Qualification & Experience:</p> <p>MSc/ M Tech in Applied Life Sciences/ Biotechnology / Industrial Biotechnology / Plant Biotechnology/ Microbiology / Agriculture / Plant Sciences / Animal Sciences/ Veterinary Physician.</p> <p>3. Preferable:</p> <p>PhD in Life Sciences/ Pharma/ Agriculture / Industrial Bio Technology from a recognized and reputed institute in related areas.</p> <p>4. Experience:</p> <p>3-6 years with at least 3 years of work experience in Pharma / Agri / Industrial Biotech or related industry or academic research institutes.</p> <p>3. Age Limit</p> <p>35 years</p> |
| <p>Position: Entrepreneurship Development Officer - Level 1 (Position Code SPED-01)</p> <p>Salary: Monthly CTC between Rs. 38,000/- and 48,000/- depending on qualifications and experience as recommended by the Selection Committee.</p> <p>Job Description:</p> <p>To promote innovation and entrepreneur development to strengthen biotech sector in India.</p> | |
| <p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Work closely with Entrepreneurship Development Manager and Head (SPED) to implement entrepreneurship development programs ii. Assist to identify entrepreneurs/ experts to conduct training / workshops iii. Assist to organize workshops, trainings to enhance the capabilities of scientists/ entrepreneurs iv. Evaluate entrepreneurship development program outcomes and suggest suitable changes in the next phase of training v. Deliver quality work on timely basis. vi. Work with other teams for timely | <p>2. Necessary Qualifications:</p> <ul style="list-style-type: none"> – B.Sc/B.Tech in Life Sciences/ Biotechnology/ Pharma from a reputed and recognized University / Institute. M.Sc (M. Tech), MBA from a recognized and reputed institute will be preferred. <p>3. Experience:</p> <ul style="list-style-type: none"> – 3-6 years with at least 2-3 years in entrepreneurship development and public private partnership activities in a public or private organization |

| | |
|---|--|
| <p>delivery of results.</p> <p>vii. Understand personal and team role and responsibilities</p> <p>viii. Prepare concise, well-written documents using appropriate business and technical language.</p> <p>ix. Adhere to internal and external compliance responsibilities in a timely manner.</p> | <p>3. Age Limit</p> <p>35 years</p> |
| <p>Position: Entrepreneurship Development Manager - Level 2 (Position Code SPED-02)</p> <p>Salary: Monthly CTC between Rs. 57,000/- and 67,000/- depending on qualifications and experience as recommended by the Selection Committee.</p> <p>Job Description: To promote innovation and entrepreneur development to strengthen biotech sector in India.</p> | |
| <p>1. Key Responsibilities:</p> <p>i. Implement entrepreneurship development programs</p> <p>ii. Identify potential entrepreneurs in the biotech sector and assure that need assessments are carried out</p> <p>iii. Based on need assessment, identify suitable resources to develop methods (through funding, training, education, facilities) for supporting entrepreneurship in the sector</p> <p>iv. Identify entrepreneurs/ experts to conduct training / workshops</p> <p>v. Organize workshops, trainings to enhance the capabilities of scientists/ entrepreneurs</p> <p>vi. Evaluate entrepreneurship development program outcomes and makes suitable changes in the next phase of training</p> <p>vii. Provide advisory services in managerial economics and financial planning</p> <p>viii. Maintains linkages with academia and industry to provide access to required infrastructure, incubation space, equipment and pilot plant</p> <p>ix. Encourage team dialogue and keep team and leadership informed on progress and issues</p> <p>x. Understand personal and team role and responsibilities</p> | <p>2. Necessary Qualifications:</p> <p>– M.Sc/ M.Tech in Life Sciences/Biotechnology/ Pharma from a reputed and recognized University / Institute.</p> <p>3. Experience:</p> <p>– 5-8 years with at least 2-3 years in entrepreneurship development and public private partnership activities in a public or private organization</p> <p>3. Age Limit</p> <p>40 years</p> |
| <p>Position: Project Manager Investment - Level 2 (Position Code IG-01)</p> <p>Salary: Monthly CTC between Rs. 57,000/- and 67,000/- depending on qualifications and experience as recommended by the Selection Committee.</p> | |

Job Description: Grant Management of PPP Scheme which include evaluation and management of projects and disbursement as per the guidelines.

1. Key Responsibilities:

a. Project Management

- i. Managing different projects under various schemes, finalizing work plans and milestones with timelines
- ii. Maintain, update and monitor project plan.
- iii. Prepare and document project status reports
- iv. Manage an effective review, evaluation and monitoring process
- v. Arrange meetings for decision making and review
- vi. Follow the established standards for project reporting and documentation
- vii. Deliver quality work on timely basis
- viii. Timely disbursements of funds
- ix. Work with Technical, Legal and Finance Team for timely delivery of results.

b. Team Management

- x. Understand team objectives and cooperate and collaborate with others to achieve them
- xi. Adhere to internal and external compliance responsibilities in a timely manner
- xii. Understand sensitivity of projects and maintain confidentiality

2. Necessary Qualifications & Experience:

M.Sc / M.Tech in Life Science / Pharma / Biotechnology from a recognized and reputed institute.

3. Preferable:

Ph.D in any of the stated fields will be preferred. A Diploma / Degree in Project Management would be desirable.

4. Experience:

5 to 8 years with at least 3 years of work experience in related area of work – Project Management / Grants Management

5. Age Limit

40 years