

**BIRAC POSITIONS**

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| <p><b>Position: Finance and Accounts Officer – Level I (Reserved for OBC)</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>3-6 years with at least 2-3 years of work experience in Accounts and Finance services/ funding organization.</p> <p><b>4. Age Limit:</b></p> <p>35 years</p> |
| <p><b>Position: Manager (Incubation) – Level II (General)</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 promote incubation and entrepreneurship development to strengthen biotech sector in India.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>2. Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Maintains linkages with academia and industry to provide access to required infrastructure, incubation space, equipment and pilot plant.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>2. Necessary Qualification:</b></p> <p>MSc/ M Tech in life sciences/ bio technology/ Pharma from a reputed and recognized University / Institute.</p>                                                                                                                                                                                                                   |

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| <ul style="list-style-type: none"> <li>ii. Manage and implement Incubation, pre-incubation and biotech startup accelerators and support programs at BIRAC. Co-ordinate, engage and implement.</li> <li>iii. Engage with all stakeholders involved in S&amp;T incubation especially biotech incubation to understand the needs of incubators and the startup incubatees</li> <li>iv. Contribute to BIRAC's engagement with other related Ministries, State Governments, national programs and International agencies to augment biotech incubation growth in the country.</li> <li>v. Analysis of national and global technology incubation trends and strategise for BIRAC's intervention in this arena.</li> <li>vi. Assist in organisation of entrepreneurial and incubator related workshops, conferences and platform meetings</li> <li>vii. Provide technical inputs in setting up of Incubators.</li> <li>viii. To undertake technical and financial due diligence of proposals.</li> <li>ix. To ensure appropriate agreements with selected organizations / agencies.</li> <li>x. To prepare grant documents and ensure timely close-out of grants.</li> <li>xi. To monitor grants awarded and ensure timely completion and authorize grant payments.</li> <li>xii. Prepare and document status reports.</li> <li>xiii. Understand team objectives and collaborates with other to achieve them.</li> <li>xiv. Adhere to internal and external compliance responsibilities in a timely manner.</li> </ul> | <p><b>3. Experience:</b></p> <p>5-8 years with at least 2-3 years of experience in entrepreneurship development and incubation activities in a public or private organization.</p> <p><b>4. Age Limit:</b></p> <p>40 years</p> |
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