

Department of Biotechnology

BIOTECHNOLOGY INDUSTRY RESEARCH ASSISTANCE COUNCIL (BIRAC)

NAME OF POST : DIRECTOR FINANCE

SCHEDULE OF CPSE: Schedule B

PAY SCALE OF THE POST: Rs. 1,60,000-2, 90,000

I. COMPANY PROFILE

BIRAC was incorporated as a Section – 25 ‘Not-for-profit’ Company on 20th March 2012 under the erstwhile Companies Act 1956 (now Section 8 under Companies Act, 2013) under the aegis of the Department of Biotechnology, Ministry of Science & Technology. Its main objective is to provide a comprehensive enabling environment and technology related service package to promote, nurture and support medium and high level innovation, in the biotech industry, particularly small and medium size companies and also support and facilitate creation of new startups. The key focus is on promoting innovation research for Affordable Product Development to meet the needs of the society at large and also to the Country to attain a global leadership position. BIRAC has been categorized as a scheduled ‘B’ Public Sector CPSE.

Its registered and corporate office is situated in New Delhi

The Authorised and paid up capital of the Company was Rs. 1 Crore as on 31st March 2017.

Presently the Government of India is holding 100% shareholding in the Company.

Log on to www.birac.nic.in for more details about the Company

II. POSITION OVERVIEW

Director (Finance) is a Member of the Board of Directors and will report to the Chairman and Managing Director. He / She is overall in -charge of Finance & Accounts and Fund Management of the company and will be responsible for matters related to Financial analysis, Budgetary planning & control, Statutory Audit Compliances, banking/treasury, taxation compliances etc. He/She will also be responsible for evolving and formulating policies relating to finance and accounts as well as implementing thereof.

III. ELIGIBILITY

1. Date of Vacancy: 15th January 2018

AGE: Minimum Age of 40 years & Maximum age of 57 years as on date of closing of the applications.

2. QUALIFICATIONS & EXPERIENCE:

The candidate should be a Cost Accountant / Chartered Accountant /MBA with specialization in Finance with good academic record from a recognized University/ Institution. He / She should have at least two years of cumulative experience during last ten years at a senior level in corporate financial management and accounts including Cost and Budgetary Control, Institutional finance, working capital management in an organization of repute.

3. WHO CAN APPLY *:

Applicants holding the following positions or higher position :-

- (i) Officers of Central Govt./All India Services holding post of level of Director in the Government of India or carrying equivalent scale or pay.
- (ii) Officers of Central PSUs/State PSUs working at Board Level position or one level below Board.
- (iii) Private Sector Executives holding equivalent positions to (i) or (ii) above.

*(amended)

IV. DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

V. SUBMISSION OF APPLICATIONS

1. The applicants should submit their applications through proper channel as per the format at Annexure to:

Joint Secretary (Admin)
Department of Biotechnology
Block No 2 ,7th Floor
CGO Complex, Lodhi Road
New Delhi-110003

2. Applications from private sector must submit the following documents along with the application form:
 - a) Annual Reports of the Company for the last 3 years preceding the calendar year in which the post was advertised (Please provide URL or attach/enclose):
 - b) Whether the company is listed or not, if yes, the documentary proof(Please provide URL or attach/enclose):
 - c) Evidence of working at Board level:
 - d) Self-attested copies of documents in support of age and qualifications:
 - e) The relevant Jobs handled in the past with details.

VI. UNDERTAKING BY THE APPLICANT

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

VII. OTHER CONDITIONS OF APPOINTMENT

1. The appointment is on immediate absorption basis.
2. No request for relaxation or otherwise of any eligibility conditions would be entertained.

Last date of Application is 4th June 2018.