**BIRAC POSITIONS**

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| **Position: Admin. Officer-Level1 (Position Code ADM-01)****Salary:** Monthly CTC Rs. 38000/- - A higher start could be given to deserving candidates depending on qualifications and experience as recommended by the Selection Committee.**Job Description:** to assist in the HR& Administrative activities of the organization. |
| 1. **Key Responsibilities**:
2. Work with HR and Administration to provide Administrative support to the Department.
3. Assist in Procurement of goods and services, stationery and any other consumables.
4. Records and data management, preparation of reports and execute official correspondence.
5. Arrangement of travel and other logistics as per request raised.
6. Organising day to day events, meetings and conferences.
7. Keeping an account of documentation, details and information related to rosters of various activities.
8. Maintain records for attendance, Salary Administration, Stationary indents, disbursement as required.
9. Upkeep weekly/monthly MIS records on HR and other parameters related to administration.
10. Assist in Coordinating facilities maintenance and operations and administering housekeeping services.
11. Assist in Tendering process including preparation of documents.
12. Processing vendor payments and contract management.
13. 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: Technical Officer - Level 1 (Position Code TG-01)****Salary:** Monthly CTC Rs. 38000/- - A higher start could be given to deserving candidates 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** 1. Work closely with experts to identify priorities and need based project
2. Assist Head Technical for project appraisal and technical due diligence.
3. Make detailed observations, analyze data and interpret results.
4. Evaluate the project specific technologies, project results, products and processes and define future strategies.

**b. General**1. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention
2. Initiate and manage external relationships and collaborations with academic and commercial parties
3. Supports the projects in regulatory approval process.

**c. Team Management**1. Understand team objectives and cooperate and collaborate with others to achieve them
2. 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:**3-6 years with at least 3 years of work experience in Pharma / Agri / Industrial Biotech or related industry or academic research institutes. **3. Age Limit** 35 years  |