

BIRAC POSITIONS

<p>Position: Finance and Accounts Officer – (Reserved for OBC) (Position Code FIN-01)</p> <p>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.</p> <p>Job Description: To assist in the finance and accounting works of the organization.</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Prepare, examine, and analyse accounting records, statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards ii. Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice. iii. Develop, implement, modify, and document recordkeeping of activities, making use of current computer technology. iv. Timely processing of bills for payment, reviewing expenses, payroll records and keep a watch on allocated budget. v. Post and process entries, keep watch on cash, bank balances, Investments and assist Managers to ensure all business transactions are recorded vi. Monitoring receivables, consistently follow up collection of dues, delay in payments, and other discrepancies and perform reconciliation vii. Assist in maintenance of Fixed Asset Register and physical verification of assets, safe custody of documents. viii. Adhere to internal and external compliance responsibilities in a timely manner. 	<p>2. Necessary Qualification:</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>3. Experience:</p> <p>At least 2 years of work experience in Accounts and Finance in services/ funding organization. Experience in Government PSU will be preferred.</p> <p>4. Age Limit:</p> <p>35 years</p>
<p>Position: Admin. Officer - (Position Code ADM-01)</p> <p>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.</p> <p>Job Description: To assist in the HR& Administrative activities of the organization.</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Work with HR and Administration to provide Administrative support to the Department. ii. Assist in Procurement of goods and 	<p>1. Necessary Qualifications:</p> <p>Graduate degree with minimum 60% marks from a recognized and reputed University/ Institute.</p>

<p>services, stationery and other consumables including preparation of tender documents and processing vendor payments.</p> <p>iii. Records and data management, preparation of reports and execute official correspondence.</p> <p>iv. Organising day to day events, meetings and conferences, travel and logistic arrangements.</p> <p>v. Maintain records for attendance, Salary Administration, Stationary indents, disbursement as required.</p> <p>vi. Upkeep weekly/monthly MIS records on HR and other parameters related to administration.</p> <p>vii. Assist in Coordinating facilities maintenance and operations and administering housekeeping services.</p>	<p>2. Preferable Qualifications:</p> <p>MBA in HR / Personnel Management or related subjects from a recognized and reputed Institute.</p> <p>3. Experience:</p> <p>At least 2 years of work experience in Admin related activities in a services / public sector/ government organization. Good knowledge of Govt. Rules on procurement / inventory management.</p> <p>4. Age Limit</p> <p>35 years</p>
<p>Position: Manager (Technology Transfer and Commercialization) - (Position Code BD-01)</p> <p>Salary: 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>Job Description: To be responsible for facilitating transfer / commercialization of Technologies / Products Developed through the BIRAC projects.</p>	
<p>1. Key Responsibilities:</p> <p>i. Technology Transfer provide assistance in developing the commercialization plan for all BIRAC generated technologies / products.</p> <p>ii. Create showcasing and branding opportunities for BIRAC products / technologies.</p> <p>iii. Arrange Innovation Market Place and other Investor forums for Technology / Product commercialization.</p> <p>iv. Develop relationship and networks with potential funding agencies and connect the grantees with agencies.</p> <p>v. Identify existing and new agencies and funding opportunities in the biotech sector for investment the Startups.</p> <p>vi. Responsible for all corporate branding, communication, exhibitors.</p>	<p>1. Necessary Qualifications:</p> <p>MSc/ M Tech in life sciences/bio technology/ pharma/ agri/plant sciences. Ph.D in any of the above will be preferred.</p> <p>2. Preferable Qualifications:</p> <p>MBA in Business Development, Technology Transfer and Marketing</p> <p>Should have good communication skills.</p> <p>3. Experience:</p> <p>At least 3 years of work experience in Pharma / Biotech / Life Sciences Industry and Research Institutes in facilitating technology transfer and commercialization of technologies / products for Level II position.</p> <p>4. Age Limit</p> <p>40 years</p>