



**Biotechnology Industry Research Assistance Council**  
(A Govt. of India Enterprise)

*Set up by Department of Biotechnology, Ministry of Science & Technology, Govt. of India*

Vacancy Ref. No: BIRAC/Vac/01/2019

**Catalysing the growth of an Innovation Driven Biotech Enterprise.....  
Would you like to be the Catalyst?**

**Exciting Career Opportunities at BIRAC**

**BIRAC is inviting application from qualified and experienced candidates for filling up of the following posts:**

Position Code	Positions
IP-01	Chief Manager (Specialized Services) – Level E 5 – E6 (Vacancy – 1 Gen)
SPED-01	Officer (Technology Transfer and Commercialization) Level E 1 Band 1 (Vacancy – 1 Gen)
TG-01	Officer (Technical) - Level E 1 Band 1 (Vacancy – 1 Reserved for OBC)
IG-01	Officer (Investment) - Level E 1 Band 1 (Vacancy – 1 Reserved for OBC)
FA-01	Deputy Manager (Finance and Accounts) - Level E 2 Band 1 (Vacancy – 1 Reserved for OBC)
FA-02	Finance and Accounts Officer - Level E 1 Band 1 (Vacancy – 1 Reserved for SC)
LA-01	Legal Officer- Level E1 Band 1 (Vacancy – 1 Gen)
CLA-01	Corporate Affairs Officer- Level E1 Band 1 (Vacancy – 1 Gen)

The positions are under a Contract of Services initially for 4 years and thereafter based on performance renewed twice for five years and then for every 10 years or till superannuation. A very well designed Career Growth Plan has been developed which provides opportunities for career progression within bands and levels.

For details of Pay Scales, Job Descriptions, Qualifications and Work Experience please see **BIRAC-doc1** enclosed here.

Interested candidates should apply at [vacancy.birac@nic.in](mailto:vacancy.birac@nic.in) the prescribed format. Applications received by post and not on the prescribed format will not be considered. Details are also requested to be filled in the excel format **BIRAC-doc3**.

Application Proforma is enclosed as **BIRAC-doc2**.

Employees of Central / State Govts and or other CPSEs should send a copy of their applications through proper channel to the following address:

Head (Admin. & HR)  
Biotechnology Industry Research Assistance Council  
1st Floor, MTNL Building  
9, CGO Complex, Lodhi Road  
New Delhi-110003

**Last Date for Application is 8<sup>th</sup> March, 2019.**

Notwithstanding anything contained herein or elsewhere; the decisions taken by BIRAC shall be binding upon all concerned.

## BIRAC POSITIONS

<p><b>Position: Chief Manager (Specialized Services) – Level E 5 – E6 (Position Code IP-01)</b></p> <p><b>Scale of Pay:</b> Rs. 80,000/- - 2,10,000/- plus 35% perks and 24% HRA for Level E5. Rs. 90,000/- - 2,30,000/- plus 35% perks and 24% HRA for Level E6.</p> <p><b>Job Description:</b> To develop strategy, operations &amp; process and for providing specialized services for empowering and enabling the biotech innovation ecosystem such as IP management, technology transfer, technology acquisition, product commercialization, etc and to ensure their execution assuring highest quality. To facilitate revenue generation activities in BIRAC. The job involves domestic travels.</p>	
<p><b>1. Key Responsibilities:</b></p> <ol style="list-style-type: none"> <li>i. Leading the Team on IP and Technology Transfer.</li> <li>ii. Develop a framework for BIRAC as knowledge partner, IP and Technology Management providing specific specialized services that would outline BIRAC's role.</li> <li>iii. Opportunities mapping of technology gaps and intellectual property sector wise.</li> <li>iv. Provide advisory services for licensing, acquisition and technology transfer</li> <li>v. Facilitate networking for Technology Transfer / Acquisition</li> <li>vi. Providing advisory services / training in patent filing and registration.</li> <li>vii. Leads analysis of patent policy of India in comparison to other countries.</li> <li>viii. To coordinate and facilitate revenue generation activities in BIRAC.</li> </ol>	<p><b>2. Essential Qualification:</b></p> <p>PhD in Life Sciences/ Biotechnology/ Pharma/ Agri/ Plant Sciences from a recognized institute.</p> <p><b>3. Desirable Qualification:</b></p> <p>Excellent Communication &amp; Networking skills and Experience in Business Development</p> <p><b>4. Experience:</b></p> <p>13 to 16 years with minimum 5 to 6 years of experience in a Senior Management position in a reputed organization. Should have minimum 4 to 6 years experience in IPR / Patent analysis / technology licensing and acquisition / technology transfer / public private partnership activities in a reputed organization / managing in lead role services in a CRO Biotech.</p> <p><b>5. Age Limit:</b></p> <p>48 years</p>
<p><b>Position: Officer (Technology Transfer and Commercialization) - Level E1 Band 1 (Position Code SPED-01)</b></p> <p><b>Scale of Pay:</b> Rs. 40,000/- - 1,20,000/- plus 35% perks and 24% HRA.</p> <p><b>Job Description:</b> To be responsible for facilitating transfer / commercialization of Technologies / Products Developed through the BIRAC projects. The job involves domestic travels.</p>	
<p><b>1. Key Responsibilities:</b></p> <ol style="list-style-type: none"> <li>i. Provide assistance in developing the commercialization plan for all BIRAC generated technologies / products.</li> <li>ii. Create showcasing and branding opportunities for BIRAC products / technologies.</li> <li>iii. Arrange Innovation Market Place and other Investor forums for Technology /</li> </ol>	<p><b>1. Essential Qualifications:</b></p> <p>B.Tech/M.Sc in life sciences/bio technology from a recognized institute.</p> <p><b>2. Desirable Qualifications:</b></p> <p>M.Tech/Ph.D / PG Diploma in IPR, Communication or Marketing or Business</p>

<ul style="list-style-type: none"> <li>iv. Product commercialization. Responsible for all corporate branding, communication, exhibitors.</li> <li>v. Identify, create opportunities to facilitate commercialization, investment, scaling, private / government procurement.</li> <li>vi. Create a biotech angel investor network / integrate international investor forum</li> <li>vii. Direct mapping of technologies in research organizations at national and international level.</li> <li>viii. Evaluate the technology on the basis of its potential for commercialization.</li> <li>ix. Assure sourcing of technology from research academia.</li> <li>x. Facilitate the process of transfer from lab to small biotech to large biotech to market.</li> <li>xi. Determine technology pricing based on market demand, growth potential, innovativeness of the technology, etc</li> <li>xii. Provide assistance in drafting technology transfer agreements with assistance from legal cell.</li> <li>xiii. Facilitate discussions on technology transfer at various platforms</li> <li>xiv. Build, maintain and utilize network of client relationships.</li> </ul>	<p>Administration.</p> <p>Business Development Experience, Excellent Communication &amp; Networking skills and Technology In - Licensing and Out – Licensing direct experience.</p> <p><b>3. Experience:</b></p> <p>Minimum 2 years of work experience in technology licencing and acquisition and facilitating technology transfer and commercialization of technologies / products.</p> <p><b>4. Age Limit</b></p> <p>30 years</p>
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**Position: Officer (Technical) - Level E 1 Band 1 (Position Code TG-01) Reserved for OBC**

**Scale of Pay:** Rs. 40,000/- - 1,20,000/- plus 35% perks and 24% HRA.

**Job Description:** Responsible for Technical Management of projects.

<p><b>1. Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Work closely with experts to identify priorities and need based project</li> <li>ii. Assist Head Technical for project appraisal and technical due diligence.</li> <li>iii. Make detailed technical reports, analyze data and interpret results.</li> <li>iv. Technical monitoring of all projects.</li> <li>v. Evaluate the project specific technologies, project results, products and processes and define future strategies.</li> <li>vi. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention</li> <li>vii. Supports the projects for product development regulatory approval process.</li> <li>viii. Understand team objectives and cooperate and collaborate with others to</li> </ul>	<p><b>1. Essential Qualifications:</b></p> <p>B.Tech / M.Sc in Life Sciences / Biotechnology / Pharma / Agri / Plant Sciences from a recognized and reputed institute.</p> <p><b>2. Desirable Qualifications:</b></p> <p>Ph.D in Life Sciences / Biotechnology / Pharma / Agri / Plant Sciences / M.Tech from a recognized and reputed institute.</p> <p><b>3. Experience:</b></p> <p>Minimum 2 years of work experience.</p> <p><b>4. Age Limit</b></p> <p>30 years</p>
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<p>achieve them</p> <p>ix. Adhere to internal and external compliance responsibilities in a timely manner.</p>	
<p><b>Position: Officer (Investment) - Level E 1 Band 1 (Position Code IG-01) Reserved for OBC</b></p> <p><b>Scale of Pay:</b> Rs. 40,000/- - 1,20,000/- plus 35% perks and 24% HRA.</p> <p><b>Job Description:</b> Responsible for Management of Projects under different Investment Schemes.</p>	
<p><b>1. Key Responsibilities:</b></p> <p>i. Work closely with experts to identify priorities and need based project</p> <p>ii. Assist Head Technical for project appraisal and technical due diligence.</p> <p>iii. Make detailed technical reports, analyze data and interpret results.</p> <p>iv. Technical monitoring and grant management of assigned projects / scheme.</p> <p>v. Evaluate the project specific technologies, project results, products and processes and define future strategies.</p> <p>vi. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention</p> <p>vii. Supports the projects for product development regulatory approval process.</p> <p>viii. Understand team objectives and cooperate and collaborate with others to achieve them</p> <p>ix. Adhere to internal and external compliance responsibilities in a timely manner.</p>	<p><b>2. Essential Qualifications:</b></p> <p>M.Sc in Life Sciences / Biotechnology / Agri / Plant Sciences from a recognized and reputed institute.</p> <p><b>3. Desirable Qualifications:</b></p> <p>Ph.D in Life Sciences / Biotechnology / Pharma / Agri / Plant Sciences / M.Tech from a recognized and reputed institute.</p> <p><b>4. Experience:</b></p> <p>Minimum 2years of work experience</p> <p><b>5. Age Limit</b></p> <p>30 years</p>
<p><b>Position: Deputy Manager (Finance and Accounts) - Level E 2 Band 1 (Position Code FA-01) (Reserved for OBC)</b></p> <p><b>Scale of Pay:</b> Rs. 50,000/- - 1,50,000/- plus 35% perks and 24% HRA.</p> <p><b>Job Description:</b> To perform the highly specialized Accounting work in line with general Accounting principles as per Companies Act.</p>	
<p><b>1. Key Responsibilities:</b></p> <p>i. To assist in work relating to Financial and Accounting matters of the organization.</p> <p>ii. Review general ledger on a monthly basis to ensure accuracy of posting</p> <p>iii. Coordinate monthly, quarterly, and annual closing activities</p>	<p><b>2. Essential Qualifications:</b></p> <p>B.Com from a recognized University / Institute plus PG Diploma in Finance from a recognized and reputed institute.</p> <p><b>3. Desirable Qualifications</b></p>

<ul style="list-style-type: none"> <li>iv. Produce quarterly and annual financial statements and financial reports for board meetings</li> <li>v. Make and implement recommendations to improve accounting processes and procedures</li> <li>vi. Understands personal and team role and responsibilities</li> <li>vii. Develop, implement, modify, and document recordkeeping of activities, making use of current computer technology.</li> <li>viii. Prepare income tax assessment, compliance to tax deducted at service, GST, provident fund and other statutory compliance.</li> <li>ix. GST compliance</li> <li>x. Income tax assessments</li> <li>xi. TDS related work</li> <li>xii. GFR</li> <li>xiii. Procurement</li> <li>xiv. Coordination MIS</li> <li>xv. PFMS</li> <li>xvi. Extra mural related work</li> </ul>	<p>CA, ICAI.</p> <p><b>4. Experience:</b></p> <p>4 years of work experience in dealing with tax laws</p> <p><b>4. Age Limit:</b></p> <p>35 years</p>
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**Position: Finance and Accounts Officer - Level E 1 Band 1 (Position Code FA-02) (Reserved for SC)**

**Scale of Pay:** Rs. 40,000/- - 1,20,000/- plus 35% perks and 24% HRA.

**Job Description:** To assist in the finance and accounting works of the organization.

<p><b>1. Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Daily accounting activities required to maintain the general ledger.</li> <li>ii. Prepare, examine, and analyse accounting records, statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards</li> <li>iii. Timely processing of bills for payment, reviewing expenses, payroll records and keep a watch on allocated budget.</li> <li>iv. Post and process entries, keep watch on cash, bank balances, Investments and assist Managers to ensure all business transactions are recorded</li> <li>v. Monitoring receivables, consistently follow up collection of dues, delay in payments, and other discrepancies and perform reconciliation</li> <li>vi. Assist in maintenance of Fixed Asset Register and physical verification of assets, safe custody of documents.</li> </ul>	<p><b>2. Essential Qualifications:</b></p> <p>B.Com from a recognized University / Institute plus PG Diploma in Finance from a recognized and reputed institute.</p> <p><b>3. Desirable Qualifications</b></p> <p>CA, ICAI.</p> <p><b>4. Experience:</b></p> <p>2 years of work experience in Accounts and Finance in services/ funding organization. Experience in Government PSU will be preferred.</p> <p><b>4. Age Limit:</b></p> <p>30 years</p>
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<p>xvii. Adhere to internal and external compliance responsibilities in a timely manner.</p> <p>xviii. Maintain organized set of detailed records and files to document financial transactions</p>	
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**Position : Legal Officer- Level E1 Band 1 (Position Code LA-01)**

**Scale of Pay:** Rs. 40,000/- - 1,20,000/- plus 35% perks and 24% HRA.

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

<p><b>1. Key responsibilities:</b></p> <p>i. Drafting, scrutinizing and vetting of tender documents, affidavits , deeds, agreements, contracts, bank guarantees, consortium and collaboration agreement, etc.</p> <p>ii. Rendering legal opinion / advice on various matters.</p> <p>iii. Handling court cases.</p> <p>iv. Ensuring compliance with statutory requirements under corporate laws and other laws.</p>	<p><b>2. Essential Qualifications:</b></p> <p>Post Graduate in Science / LLB from a recognized and reputed Institute/University.</p> <p><b>3. Desirable Qualifications</b></p> <p>LLM from a recognized and reputed institute</p> <p><b>4. Experience</b></p> <p>Minimum 2 years of work experience.</p> <p><b>5. Age Limit</b></p> <p>30 Years</p>
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**Position : Corporate Affairs Officer- Level E1 Band 1 (Position Code CLA-01)**

**Scale of Pay:** Rs. 40,000/- - 1,20,000/- plus 35% perks and 24% HRA.

**Job Description:** Responsible for providing assistance related to corporate affairs and coordinate with other matters relating to various compliances and procedures.

<p><b>1. Key responsibilities:</b></p> <p>i. Assisting Company Secretary &amp; Senior Manager Corporate Affairs in all Routine Secretarial Compliance in Corporate Affairs Department .</p> <p>ii. Excellent ability to independently Manage Office procedures, Documents &amp; Files.</p> <p>iii. Good Understanding of Finalisation of Accounts &amp; Financial Figures.</p> <p>iv. Multitasking &amp; Coordination for Annual</p>	<p><b>2. Essential Qualifications:</b></p> <p>Post Graduate in Science or Commerce with 55% or above Mark from a recognised University.</p> <p><b>3. Desirable Qualifications</b></p> <p>PG Diploma in Finance</p> <p>Good Documentation, IT, Communication &amp;</p>
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<p>Report &amp; MoU and all Public Sector Government Company Compliances.</p> <ul style="list-style-type: none"> <li>v. Very Good working knowledge of Word ,Excel ,PowerPoint &amp; IT tools.</li> <li>vi. Ability to Interpret &amp; collate information independently.</li> <li>vii. A positive adaptable personality and a Keen Learner.</li> <li>viii. Maintain and update statutory records and registers.</li> <li>ix. Support in the formulation of Board Agenda.</li> <li>x. Record the minutes of Board meetings with support from CS / Senior Manager.</li> <li>xi. Coordinate with DPE, DBT etc on MoU and other corporate matters.</li> </ul>	<p>Drafting Skills. Additionally Good Understanding and working knowledge of Legal Compliance Management in a Company is desirable</p> <p><b>4. Experience</b></p> <p>Minimum 2 years of experience in Secretarial or Finance Department of Medium Sized Company.</p> <p><b>5. Age Limit</b></p> <p>30 Years</p>
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