

DETAILED ADVERTISEMENT FOR POST OF DIRECTOR (FINANCE) IN BIRAC

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 + other perks (Total approximate emoluments Rs. 2.50 lakhs to Rs. 4.50 lakhs)

I. COMPANY PROFILE

BIRAC is a Schedule B ‘Not-for-profit’ Section 8, Public Sector Enterprise, set up by the Department of Biotechnology, Ministry of Science & Technology as an Interface Agency to strengthen and empower the emerging Biotech industry to undertake strategic research and Innovation, addressing nationally relevant product development needs. The mandate of BIRAC is to catalyse the transformation of the rapidly growing biotechnology sector in India including med-tech towards achieving excellence at global level.

BIRAC is a new industry-academia interface and implements its mandate through a wide range of impact initiatives be it providing access to risk capital through targeted funding, technology transfer, Intellectual Property management, as also handholding schemes that help bring innovation excellence to the biotech firms and make them globally competitive. BIRAC has initiated several schemes, networks and platforms that help to bridge the existing gaps in the industry-academia Innovation research and facilitate novel, high quality affordable products Development through cutting edge technologies.

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 2020. 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. JOB DESCRIPTION & RESPONSIBILITIES: Director (Finance) is a Member of the Board of Directors and reports to the 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 implementation thereof.

III. ELIGIBILITY:

1. AGE: Maximum age of 57 years as on the last date of receipt of applications.

2. EMPLOYMENT STATUS:

Candidate should be employed in a regular/contractual capacity in one of the following:

- a. Officers of the Central government including Armed Forces of the Union /All India Services holding a post of Director or above (in case of Armed Forces it will be Brigadier or above).
- b. Officers of Schedule 'A' or Schedule 'B' CPSEs working at Board Level or one level below.
- c. Officers of SPSEs working at Board level or one level below and candidates from private sector companies where the annual turnover of SPSE/Private sector Company is Rs.100 crore or more. Candidates from private sector should possess at least 15 years of experience in the relevant field with demonstrated strength in managerial and administrative function at a senior level in an Organization of repute.

3. ESSENTIAL QUALIFICATIONS:

- a. The applicant should be a Chartered Accountant or Cost Accountant or a full time MBA/PGDM with specialization in Finance, with good academic record from a recognized University/Institution.
- b. Officers of organized Group 'A' Accounts Services i.e. Indian Audit and Accounts Services, Indian Defense Accounts Service, Indian Railway Accounts Service, Indian Civil Accounts Service, Indian P&T Accounts and Finance Service and Indian Cost Accounts Service working in the appropriate level are exempted from these educational qualifications.

- c. Further, applicants from the Central Govt./Armed Forces of the Union/All India Services, will also be exempted from the educational qualifications as per (a) above provided the applicants have the relevant experience as mentioned in Para (4) below. In respect of applicants from Organized Group 'A' Accounts Services/ Central Government / Armed Forces of the Union/ All India Services, Chartered Accountant/ Cost Accountant/ MBA/ PGDM will be desirable educational qualification.

4. EXPERIENCE:

- a. The applicant should have at least five years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/Corporate Accounts in an organization of repute.
- b. Applicants from Organized Group 'A' Accounts Services should have at least five years cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/Corporate Accounts.
- c. The relevant experience in respect of applicants from Central Government/Armed Forces of the Union/All India Services would include at least seven years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/Corporate Accounts.

5. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS:

Central Government Officers, including those of the Armed forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

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 the earliest.

- V. PAY AND EMOLUMENTS:** Pay scale of Rs.1,60,000-2,90,000/- + other perks (total approximate emoluments Rs.2.50 lakhs to Rs. 4.50 lakhs)

VI. SUBMISSION OF APPLICATIONS

All applicants should send their applications as per the format.

1. The applicants should submit their applications through proper channel as follows:
 - a. Government Officers, including those of the Armed Forces of the Union and All India Services through Cadre Controlling authority;
 - b. CMDs/MDs/ Functional Directors in CPSE: through the concerned Administrative Ministry;
 - c. Below Board level in CPSE/SPSE: through the concerned CPSE/SPSE;
 - d. CMDs/MDs/ Functional Directors in State PSE: through the concerned Administrative Department and Cadre Controlling Authority, if any, of the State Government;
 - e. Private Sector directly to the Department of Biotechnology.
2. Applicants from Private Sector must submit the following documents along with the application Form:
 - a. Annual Reports of the Company in which currently working for the 3 financial years immediately preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies);
 - b. Whether the company is listed or not: if yes, the documentary proof (please provide URL or attach/enclose copies);
 - c. Self-attested copies of documents in support of age and qualifications;
 - d. Relevant Jobs handled in the past with details.

VII. 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.

1. For candidates from Central Government/Armed Forces of the Union/ All India Services

- a. The appointment is on immediate absorption basis.
- b. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- c. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

2. For candidates from CPSE

- a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.
- b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. For candidates from SPSE/ Private Sector

- a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview for being considered for a Board level post in any CPSE.

- b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases no request for relaxation or otherwise would be entertained.

VIII. THE APPLICANTS may send their application in a signed pdf to the email provided or in physical form (7 sets) to the following address:

Deputy Secretary

Department of Biotechnology

Room No 518, Block -3

CGO Complex, New Delhi-110003

Email: jp.meena@nic.in, aipsu.dbt@nic.in

Application forms may be downloaded from www.dbt.gov.in , www.birac.nic.in

Last time/date of receipt of complete application duly forwarded to Department of Biotechnology is by **15:00 hours on 21st July 2020**. No application shall be entertained under any circumstances after stipulated time/date. Incomplete applications and applications received after stipulated time/date shall be REJECTED. Search cum Selection Committee reserves the right to shortlist applications for interview.