

DETAILED ADVERTISEMENT FOR POST OF DIRECTOR (OPERATIONS) IN BIRAC

DEPARTMENT OF BIOTECHNOLOGY

BIOTECHNOLOGY INDUSTRY RESEARCH ASSISTANCE COUNCIL (BIRAC)

I. NAME OF POST : DIRECTOR (OPERATIONS)

II. PAY AND EMOLUMENTS: Rs. 1,60,000- 2,90,000 + other perks (Total approximate emoluments Rs. 2.50 lakhs to Rs. 4.50 lakhs)

III. TENURE: 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 earliest.

IV. COMPANY PROFILE

Biotechnology Industry Research Assistance Council (BIRAC) is a not-for-profit Section 8, Schedule B, Public Sector Enterprise, set up by Department of Biotechnology (DBT), Government of India as an Interface Agency to strengthen and empower the emerging Biotech enterprise to undertake strategic research and innovation, addressing nationally relevant product development needs.

BIRAC is a 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, IP management and handholding schemes that help bring innovation excellence to the biotech firms and make them globally competitive. In its Eight years of existence, 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. BIRAC has initiated partnerships with several national and global partners to collaborate and deliver the salient features of its mandate.

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

V. JOB DESCRIPTION & RESPONSIBILITIES:

Director (Operations) is a Member of the Board of Directors and reports to the Managing Director. He / She is overall in-charge of matters related to promoting and nurturing innovation research and growth with reference to BIRAC's mandate and empower and enable the biotech innovation eco system for affordable product development through BIRAC's Projects and Schemes and also for implementation of the investment programmes, their project appraisal, review, sanction, monitoring and management. He / She will also be responsible for strategic and collaborative partnerships, business development, resources mobilization and entrepreneurship development in Biotech Sector. He / She will be responsible for providing Specialized Service such as IP management, Technology Transfer, Technology Acquisition and to ensure their execution assuring highest quality. In addition he / she will provide support to all HR and Administrative matters of the Company which include recruitments, managing the Contracts, day-to-day administration, management of meetings, conferences and events, procurement matters and HR policy.

VI. ESSENTIAL QUALIFICATIONS, AGE AND ELIGIBILITY CRITERIA ETC.

(i) **Eligibility:** Candidate should be employed in a regular/contractual capacity in one of the following:

- Officers of 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).
- Officers of Schedule 'A' or Schedule 'B' CPSEs working at Board Level or one level below.
- 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 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.

(ii) **Age:** Maximum age of 57 years as on the last date of receipt of applications.

(iii) **Essential Qualifications:** The applicant should be a Graduate with good academic record from a recognized University/Institution.

(iv) **Experience:**

- a. The applicant should have at least 15 years of experience in Biotechnology or areas related to mandate of BIRAC.
- b. Experience at leadership position in similar scientific, technical or industrial institution/organization or in government would be desirable.

VII. SUBMISSION OF APPLICATIONS

1. The applicants should submit their applications through proper channel as follows:
 - a. Group 'A' Central Government Officers, including those of the Armed Forces of the Union and All India Services holding a post of Director or above (in case of Armed Forces it will be Brigadier or above) through Cadre Controlling authority.
 - b. CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
 - c. Below Board level in CPSE: through the concerned CPSE;
 - d. CMDs/MDs/ Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
 - e. Below Board level in CPSE: through the concerned CPSE;
 - f. 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 attach/enclose copies);
 - c. Self-attested copies of documents in support of age and qualifications;
 - d. Relevant Jobs handled in the past with details.

VIII. 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 including Armed Forces of the Union and All India Services:**
 - 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 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 cases at Sl. No. 1 to 3 above, no request for relaxation or otherwise would be entertained.

IX. HOW TO APPLY

- (i) Application forms may be downloaded from www.dbtindia.gov.in or www.birac.nic.in. Completed application forms should be duly filled in all respects.
- (ii) One copy of signed application form in PDF format be sent by email at the Email ID: subodh.ram.dbt@nic.in and aipsu.dbt@nic.in.
- (iii) Seven (07) hard copies of signed applications should be sent by post to the following address, superscribing the envelope with “Application for the Post of Director (Operations), BIRAC, New Delhi”:

Shri Subodh Kumar Ram, Under Secretary, Room No. 509, Department of Biotechnology, Block-3 CGO Complex, Lodhi Road New Delhi – 110003
- (iv) Applications through email as well as hard copies by post must reach within **30 days from the date of publication of this advertisement in Employment News.**

X. GENERAL INSTRUCTIONS

- (i) Copies of certificates in support of date of birth, educational qualifications and experience should be submitted with the application form. Candidates will have to produce the original certificates as and when required.
- (ii) Experience/employment certificates for work/research work must clearly indicate the date of joining, date of relieving, post held and the area of experience.
- (iii) Applicants working in Central Government including Armed Forces of the Union and All India Services and officers from Central CPSE/SPSE/Private Sector, shall be required to submit a No Objection Certificate (NOC) alongwith the application form from the competent authority of the organization in which they are serving. It shall be the responsibility of such candidate to obtain the NOC from his/her Department/Organization in time and submit the same alongwith the application form to this Department.