

## BIRAC POSITIONS

**Position: Admin. Officer-Level1 (Position Code ADM-01)**

**Salary:** Monthly CTC between Rs. 38000/- and Rs 48000/- depending on qualifications and experience and recommended by the Selection Committee.

**Job Description:** to assist in the HR& Administrative activities of the organization.

**1. Key Responsibilities:**

- i. Work with HR and Administration to provide Administrative support to the Department.
- ii. Assist in Procurement of goods and services, stationery and any other consumables.
- iii. Records and data management, preparation of reports and execute official correspondence.
- iv. Arrangement of travel and other logistics as per request raised.
- v. Organising day to day events, meetings and conferences.
- vi. Keeping an account of documentation, details and information related to rosters of various activities.
- vii. Maintain records for attendance, Salary Administration, Stationary indents, disbursement as required.
- viii. Upkeep weekly/monthly MIS records on HR and other parameters related to administration.
- ix. Assist in Coordinating facilities maintenance and operations and administering housekeeping services.
- x. Assist in Tendering process including preparation of documents.
- xi. Processing vendor payments and contract management.
- xii. 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 : Legal Officer- Level1 (Position Code LA-01)**

**Salary :** Monthly CTC between Rs. 38000/- and Rs 48000/- depending on qualifications and experience and recommended by the selection Committee

**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><b>a. Legal</b></p> <ul style="list-style-type: none"> <li>i. Provide legal guidance for ongoing programmes and schemes.</li> <li>ii. Provide legal and risk management advice to management especially on contract management.</li> <li>iii. Assist in legal due diligence process and review the diligence reports</li> <li>iv. Draft, Review and provide legal advice on tender documents</li> <li>v. To act or plead on behalf of BIRAC in a court of law as an advocate</li> <li>vi. Provide and interprets legal information, conducts training and disseminates appropriate legal requirements to staff.</li> </ul> <p><b>b. Policy development</b></p> <ul style="list-style-type: none"> <li>vii. Review and advise management on legal implications of internal policies and procedures</li> </ul> <p><b>c. Contract negotiation</b></p> <ul style="list-style-type: none"> <li>viii. Prepare, review and modify contractual instruments to assist and support various organisational activities.</li> </ul> <p><b>d. Regulatory compliance</b></p> <ul style="list-style-type: none"> <li>ix. Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly.</li> <li>x. Compliance in statutory obligations and advises management accordingly.</li> </ul> <p><b>e. Team Management</b></p> <ul style="list-style-type: none"> <li>xi. Share within and across teams, undertake vetting of funding Agreements, Royalty agreements etc.</li> </ul>	<p><b>2. Necessary Qualifications &amp; Experience:</b></p> <p>LLB from recognized and reputed institute. LLM from a recognized and reputed institute will be preferred</p> <p><b>3. Experience</b></p> <p>3-6 years with at least 2-3 years of experience in dealing with contracts for financing, technology transfer, technology licensing, mergers and acquisitions including drafting hypothecation deeds, collaterals etc.</p> <p><b>4. Age Limit</b></p> <p>35 Years</p>
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**Position: Technical Manager - Level 2(Position Code TG-02)**

**Salary:** Monthly CTC between Rs. 57,000/- and Rs. 67,000/- 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**

- i. Work closely with experts to identify priorities and need based project
- ii. Provide technical support for project appraisal and technical due diligence.
- iii. Provide technical support for Strategic Research and Mission projects.
- iv. Make detailed reports, analyze data and interpret results.
- v. Evaluate the project specific technologies, project results, products and processes and define future strategies.
- vi. Write reports and summaries for different tasks.

**b. General**

- vii. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention
- viii. Initiate and manage external relationships and collaborations with academic and commercial parties
- ix. Supports the projects in regulatory approval process.

**c. Team Management**

- x. Understand team objectives and cooperate and collaborate with others to achieve them
- xi. 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:**

5-8 years with at least 3 years of work experience in Pharma / Agri / Industrial Biotech or related industry or academic research institutes.

**3. Age Limit**

40 years

**Position: Technical Officer - Level 1 (Position Code TG-01)**

**Salary:** Monthly CTC between Rs. 38,000/- and Rs. 48,000/- depending on qualifications and experience as recommended by the Selection Committee.

**Job Description:** To provide technical guidance and support for projects.

<p><b>1. Key Responsibilities:</b></p> <p><b>a. Research Analysis</b></p> <ol 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 observations, analyze data and interpret results.</li> <li>iv. Evaluate the project specific technologies, project results, products and processes and define future strategies.</li> </ol> <p><b>b. General</b></p> <ol style="list-style-type: none"> <li>v. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention</li> <li>vi. Initiate and manage external relationships and collaborations with academic and commercial parties</li> <li>vii. Supports the projects in regulatory approval process.</li> </ol> <p><b>c. Team Management</b></p> <ol style="list-style-type: none"> <li>viii. Understand team objectives and cooperate and collaborate with others to achieve them</li> <li>ix. Adhere to internal and external compliance responsibilities in a timely manner.</li> </ol>	<p><b>2. Necessary Qualification &amp; Experience:</b></p> <p>MSc/ M Tech in Applied Life Sciences/ Biotechnology / Industrial Biotechnology / Plant Biotechnology/ Microbiology / Agriculture / Plant Sciences / Animal Sciences/ Veterinary Physician.</p> <p><b>3. Preferable:</b></p> <p>PhD in Life Sciences/ Pharma/ Agriculture / Industrial Bio Technology from a recognized and reputed institute in related areas.</p> <p><b>4. Experience:</b></p> <p>3-6 years with at least 3 years of work experience in Pharma / Agri / Industrial Biotech or related industry or academic research institutes.</p> <p><b>3. Age Limit</b></p> <p>35 years</p>
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**Position: Entrepreneurship Development Officer - Level 1 (Position Code SPED-01)**

**Salary:** Monthly CTC between Rs. 38,000/- and 48,000/- depending on qualifications and experience as recommended by the Selection Committee.

**Job Description:**

To promote innovation and entrepreneur development to strengthen biotech sector in India.

<p><b>1. Key Responsibilities:</b></p> <ol style="list-style-type: none"> <li>i. Work closely with Entrepreneurship Development Manager and Head (SPED) to implement entrepreneurship development programs</li> <li>ii. Assist to identify entrepreneurs/ experts to conduct training / workshops</li> <li>iii. Assist to organize workshops, trainings to enhance the capabilities of scientists/ entrepreneurs</li> <li>iv. Evaluate entrepreneurship development program outcomes and suggest suitable changes in the next phase of training</li> <li>v. Deliver quality work on timely basis.</li> <li>vi. Work with other teams for timely</li> </ol>	<p><b>2. Necessary Qualifications:</b></p> <p>– B.Sc/B.Tech in Life Sciences/ Biotechnology/ Pharma from a reputed and recognized University / Institute. M.Sc (M. Tech), MBA from a recognized and reputed institute will be preferred.</p> <p><b>3. Experience:</b></p> <p>– 3-6 years with at least 2-3 years in entrepreneurship development and public private partnership activities in a public or private organization</p>
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<p>delivery of results.</p> <p>vii. Understand personal and team role and responsibilities</p> <p>viii. Prepare concise, well-written documents using appropriate business and technical language.</p> <p>ix. Adhere to internal and external compliance responsibilities in a timely manner.</p>	<p><b>3. Age Limit</b></p> <p>35 years</p>
<p><b>Position: Entrepreneurship Development Manager - Level 2 (Position Code SPED-02)</b></p> <p><b>Salary:</b> Monthly CTC between Rs. 57,000/- and 67,000/- depending on qualifications and experience as recommended by the Selection Committee.</p> <p><b>Job Description:</b> To promote innovation and entrepreneur development to strengthen biotech sector in India.</p>	
<p><b>1. Key Responsibilities:</b></p> <p>i. Implement entrepreneurship development programs</p> <p>ii. Identify potential entrepreneurs in the biotech sector and assure that need assessments are carried out</p> <p>iii. Based on need assessment, identify suitable resources to develop methods (through funding, training, education, facilities) for supporting entrepreneurship in the sector</p> <p>iv. Identify entrepreneurs/ experts to conduct training / workshops</p> <p>v. Organize workshops, trainings to enhance the capabilities of scientists/ entrepreneurs</p> <p>vi. Evaluate entrepreneurship development program outcomes and makes suitable changes in the next phase of training</p> <p>vii. Provide advisory services in managerial economics and financial planning</p> <p>viii. Maintains linkages with academia and industry to provide access to required infrastructure, incubation space, equipment and pilot plant</p> <p>ix. Encourage team dialogue and keep team and leadership informed on progress and issues</p> <p>x. Understand personal and team role and responsibilities</p>	<p><b>2. Necessary Qualifications:</b></p> <p>– M.Sc/ M.Tech in Life Sciences/Biotechnology/ Pharma from a reputed and recognized University / Institute.</p> <p><b>3. Experience:</b></p> <p>– 5-8 years with at least 2-3 years in entrepreneurship development and public private partnership activities in a public or private organization</p> <p><b>3. Age Limit</b></p> <p>40 years</p>
<p><b>Position: Project Manager Investment - Level 2 (Position Code IG-01)</b></p> <p><b>Salary:</b> Monthly CTC between Rs. 57,000/- and 67,000/- depending on qualifications and experience as recommended by the Selection Committee.</p>	

**Job Description:** Grant Management of PPP Scheme which include evaluation and management of projects and disbursement as per the guidelines.

**1. Key Responsibilities:**

**a. Project Management**

- i. Managing different projects under various schemes, finalizing work plans and milestones with timelines
- ii. Maintain, update and monitor project plan.
- iii. Prepare and document project status reports
- iv. Manage an effective review, evaluation and monitoring process
- v. Arrange meetings for decision making and review
- vi. Follow the established standards for project reporting and documentation
- vii. Deliver quality work on timely basis
- viii. Timely disbursements of funds
- ix. Work with Technical, Legal and Finance Team for timely delivery of results.

**b. Team Management**

- x. Understand team objectives and cooperate and collaborate with others to achieve them
- xi. Adhere to internal and external compliance responsibilities in a timely manner
- xii. Understand sensitivity of projects and maintain confidentiality

**2. Necessary Qualifications & Experience:**

M.Sc / M.Tech in Life Science / Pharma / Biotechnology from a recognized and reputed institute.

**3. Preferable:**

Ph.D in any of the stated fields will be preferred. A Diploma / Degree in Project Management would be desirable.

**4. Experience:**

5 to 8 years with at least 3 years of work experience in related area of work – Project Management / Grants Management

**5. Age Limit**

40 years