



REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education, training and research

Established by the Dept. of Biotechnology, Govt. of India
Under the Auspices of UNESCO
NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurgaon Expressway, Faridabad - 121 001, India

Advertisement No.1/2017/Bio-incubator

RECRUITMENT FOR ADMINISTRATIVE AND TECHNICAL POSITIONS FOR BIO-INCUBATOR

Regional Centre for Biotechnology (RCB) invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the various administrative and technical positions on contract basis to work at the Bio-incubator, being established in the NCR Biotech Science Cluster, Faridabad. For other details & eligibility criteria visit website www.rcb.res.in, www.rcb.ac.in. Last date for receipt of application is **10.08.2017**.



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Regional Centre for Biotechnology (RCB) is an institution of education, training and research established by the Govt. of India under the auspices of UNESCO to foster innovative research and education in a wide range of biotech-related sciences. RCB is situated in the NCR Biotech Science Cluster (NBSC) developed by the Department of Biotechnology, Government of India, on a 200-acre site located at the Faridabad-Gurgaon expressway within the NCR Delhi, along with other constituent institutions. RCB, in association with Biotechnology Industrial Research Assistance Council (BIRAC), a Govt. of India Enterprise, is in the process of establishing a Bio-Incubator to manage and nurture technology development in the broad area of biopharmaceuticals. We are looking for dynamic, result-oriented and dedicated candidates for the following contractual positions for the Bio-Incubator on direct recruitment/deputation basis. The project duration is initially for a period of approx. 3 years till March 2020.

Sl. No.	Name of the post and Emoluments	Qualifications and Experience	Job Description	No. of posts and age limit
1.	Chief Operations Officer(COO), Emoluments ranging from Rs. 1.50 lakh to Rs.2.00 lakh per month	<p>Qualifications: A distinguished academic record with a B. Tech. or M.Sc. degree in any area of life sciences with proven leadership qualities.</p> <p>Experience of a minimum of 10 years in coordination & facility management in fields ranging in biomedical imaging, technology innovation, drug discovery, and bioinformatics.</p> <p>Desirable: working experience of operational management of scientific equipment facilities in a large / medium R & D centre / institute.</p>	<ul style="list-style-type: none"> • Provide leadership and management of the overall Bio-Incubator program. • Develop business model for operation of the Bio-incubator. • Formulate SOPs for recruitment of innovative, dynamic and viable incubatees/company. • Manage relationships with a broad and diverse group of constituents like technologists, academia, service contractors etc. • Co-ordinate with various working groups like marketing / communications/IPR/Legal agencies to ensure effective outcomes in line with agreed objectives and targets; translate objectives into technology development deals. 	One post, 45 years

			<ul style="list-style-type: none"> • Maintain financial responsibility and accountability for the overall program. • Facilitate initial occupancy set up – (lab infrastructure including IT, security, work flow and signages). • Recommend continuation or termination of a incubatee/company's participation in the program. 	
2.	Business Development Manager(BDM), Emolument ranging from Rs.1.00 lakh to Rs.1.25 lakhs per month	<p>Essential Qualifications: A first class graduate with post-graduate degree in communication / finance, or an MBA. Candidates with professional qualifications like CA/ICWAI will also be considered.</p> <p>Experience : Candidate should have an experience of a minimum of 5 years in the field of project / service management, revenue generation, raising invoices, knowledge of statutory compliance rules of the GOI and hands-on experience in areas identified in the job description</p>	<ul style="list-style-type: none"> • Business Development, Meeting Targets, Planning & Monitoring • Work closely with the COO to develop the business and help the incubator achieve its business objectives and targets; • Contribute to the formulation of financial plans, monitor their implementation. Plan and produce the publicity material. • Management • Provide supportive leadership to COO in management of staff within the areas, training, development and appraisal of staff in a timely manner • Ensure that employment policies of the RCB, equal opportunities and health and safety legislation, together with good management practices, are consistently applied. Oversee budgetary management, and management of accounts and production of financial reports • Contribute to the development of financial policies and procedures to ensure effective management of funds. 	One Post, 40 years
3	Intellectual Property Manager(IPM), Emolument ranging from Rs. 80 thousand to Rs.1 lakh per month	<p>Essential Qualifications: A first class graduate with significant work experience in the field of IPR.</p> <p>Experience : Candidate should have an experience of a minimum of 5 years in the field of legal service management, trade negotiations, knowledge of statutory compliance rules of the GOI and hands-on experience in areas identified in the job description.</p>	<ul style="list-style-type: none"> • Contract Management • Manage contracts, tendering arrangements and ongoing relationships with incubatees, agencies & vendors. • Assist the incubatees in areas of technology development trials, technology assessment, pricing, technology commercialization & identification of patentable inventions. He/ she will assist and report to the COO. 	One Post, 40 years
4	Technical Assistant	Essential Qualification: A	<ul style="list-style-type: none"> • Validate methods and equipment 	Three Po

	(TA), Emolument ranging from Rs.40 thousand to Rs. 50 thousand per month	first class graduate in Life Sciences. Experience: A minimum of 3 years' relevant hands-on experience and having thorough knowledge of scientific and technical equipment used in high-end biomedical science labs in a reputed scientific organisation. Desirable: A higher qualification.	as per the SOPs for the various technical processes. <ul style="list-style-type: none"> • Carry out testing of samples as per the SOPs. • Maintain equipment in a qualified state and provide technical services to the user scientists. • Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the facility. • Troubleshoot problems with instruments and methods. • Help user scientists in data acquisitions. 	sts, 30 years
5	Management Assistants (MA), Emolument ranging from Rs.25 thousand to Rs. 30 thousand per month	Essential Qualification: A first class graduate, preferably in science or commerce, with knowledge of computer applications. Experience: A minimum of 3 years' experience in handling correspondences, office management, file work, or accounts and finance.	<ul style="list-style-type: none"> • Provide service support to the Centre at reception in visitor/client management, transport and dak management, and other related duties. • Provide administrative and logistical support to the Centre by maintaining records, day-to-day operations in administration, security, housekeeping, recruitment, contracts etc. • Maintain accounts and make payments, prepare budgets and expenditure statements, raise invoices and salary payments etc. • Work priorities will vary from time to time. 	One Post, 30 years

The application format is available at website www.rcb.res.in or www.rcb.ac.in. Interested candidates should submit their applications duly completed, to the Senior Manager (A&F), Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3rd Milestone, Gurgaon-Faridabad Expressway, Faridabad 121001 **in the prescribed format** which can be downloaded from the website, along with attested copies of certificates of academic, professional & technical qualifications, present position and past experience, caste certificate, if any, photograph and a Demand draft of Rs. 500/- from any Nationalised Bank (SC/ST/PH candidates are exempted from payment of fees) drawn on State Bank of India payable at Faridabad in favour of the Executive Director, Regional Centre for Biotechnology, **latest by 10.08.2017**. Applications received without the requisite fee or copies of testimonials will be summarily rejected and no communication thereafter will be entertained in this matter.

TERMS AND CONDITIONS

1. The age limit, qualifications, experience and other requirements can be relaxed at the discretion of the Controlling Authority, in case of candidate otherwise well qualified for the specific position.

2. The appointment will be initially for a period of one year which may be extended based on a satisfactory performance evaluation. The positions are presently under project mode and will be co-terminus with the project.
3. The experience requirement specified shall be the experience acquired after obtaining the minimum educational qualifications required for the post.
4. Candidates are required to enclose self-attested copies of all the testimonials in support of their qualifications & experience failing which their candidature is liable to be rejected outright. All educational, professional and technical qualifications should be from a recognized Board / University and the original certificates should be produced at the time of interview, if shortlisted.
5. Persons working in Govt. or Public Sector Undertaking and willing to work on deputation should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
6. Outstation SC/ST candidates called for interview will be paid to & fro second class railway fare, as per the GOI rules on production of the railway tickets.
7. Canvassing in any form will be a disqualification.
8. Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Only the candidates short listed by a duly constituted Screening Committee will be called for interview. In case a large number of applications are received for each post, the Screening Committee may limit the number of candidates to those possessing higher qualification or alternatively may arrange written screening test for short-listing the candidates. The decision of the Centre in this regard will be final. No interim inquiries in this regard will be entertained.

APPLICATION FORMAT

Please affix Recent Photograph

1. Name of the post applied for :
2. Full Name (in block letters) :
3. Father's /Husband's Name :
4. Date of Birth and Age as on **10.08.2017** :
5. Caste (Gen /SC /ST /OBC /PH) :
6. Permanent Address :
7. Correspondence Address :
8. E-mail /Telephone / Mobile / Fax No. (s), if any :
9. Details of Academic, Professional & Technical Qualifications :
(Separate sheets may be enclosed as Annexure for details duly supported by copies of certificates)
10. Details of Past Experience & Present Employment :
(Separate sheet may be enclosed as Annexure for details duly supported by copies of appointment/relieving letters, detailed write up about the nature of duties handled and expertise in specific area of work relevant to the position applied for.)
11. i) Present Pay :
- ii) Total Emoluments drawn per month :
12. Names and complete addresses along with e-mail fax ar **(i)** :
Nos. of three referees who can comment on the candidal and temperament

(ii) :

(iii) :

DECLARATION

I.....hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

(only for Candidates serving in Government / PSUs / Autonomous institutions)

I..... hereby declare that I have informed my parent organisation regarding my application and the copy of this application will be forwarded by my parent organisation in due course of time and/or I will produce a NOC from my parent office, if my candidature is considered for being called for interview.

Place:
Date :

Signature of the Candidate