

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.

APPLICATION FORM

APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE) /CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/All INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE) / PRIVATE SECTOR

For post of MD /Director (Operations) /Director (Finance)

(Through Proper Channel, except candidates from the Private Sector)

Please refer to detailed advertisement for Job Descriptions, Eligibility and the Guidelines for processing on the website www.dbtindia.gov.in , www.birac.nic.in

1. Name of the post applied for _____

2. (a) Applicant's Name (as per official records) _____

(b) Designation of the Applicant (in full) _____

(c) Name of the company _____

(d) Category as per Employment Status :- Officer of a CPSE/Central Government./Armed Forces of the Union/All India Services/SPSE/Private Sector
(Please tick as applicable)

(e) Office Address: _____

(f) Address for communication _____

3. Telephone No: Office _____ Residence _____ Mobile No. _____

E-Mail id _____

4. Date of Birth (DD/MM/YY) _____ Age as on last date of receipt of application (Years/Months/Days) ____

5 (i) Educational/Professional Qualifications *:

Sl. No.	Qualification	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self-Declaration Whether meets the eligibility qualification requirement		
			From	To	Part time	Full time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other
1	2	3	4	5	6	7							

* Should be exactly as per Degree/ Certificate issued by the university.

(ii) Positions held during the last fifteen years, from the date of uploading the vacancy circular on the website.

www.dbtindia.gov.in , www.birac.nic.in

Sl. No.	Complete Designation & Place of posting *	Name of the Organization	Pay scale **	Period		Reporting to Designation*	Self-Declaration Whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
				From	To		Yes	No	
1	2	3	4	5	6	7	8		

*Should be exactly as per specific office order issued by the

CPSE/Ministry/SPSE /Employer.

** Private Sector-CTC remuneration emoluments drawn.

NB: The positions should be indicated in order of the most recent assignments.

Note: 1. Please attach a write-up, **not exceeding 500 words or 3500 characters**, in support of your candidature, for reference at the time of interview.
2. Full form of all abbreviations used must be given in the prescribed limit of characters.

6. (a) Do you hold lien in any organisation other than where currently working?

Yes	No
-----	----

If yes:

- a) Name of the organisation in which the lien is held :
- b) Date from which the lien is held :

(b) Are you on deputation?

Yes	No
-----	----

If yes :

- a) Name of parent organisation :
- b) Date from which on deputation :

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof

- i) Civil / Criminal
- ii) Departmental Inquiry

Yes	No
-----	----

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details thereof.

- i) Civil / Criminal
- ii) Departmental Inquiry

Yes	No
-----	----

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

CENTRAL AND STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the Company for 3 financial years preceding the calendar year in which the post has been advertised(e.g.: 2016-17, 2017-18 and 2018-19 for a post advertised in the calendar year 2020).

Company in which candidate is/was serving	Year	Annual Turnover of the Company (in Rupees Crores)	State whether CPSE* or SPSE

*Please specify Schedule A or Schedule B as per DPE

(i) Please provide URL of company website & CIN (Corporate Identity Number) of the company

- (a) URL (Company Website Address) _____
- (b) CIN (Corporate Identity Number)_____

(ii) I certify that I am

(a) Working at Board level position

Yes	No
-----	----

If Yes, Please provide your DIN (Director Identification Number)_____

(b) Holding a post at the level immediately below Board level.

Yes	No
-----	----

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

PRIVATE SECTOR

8. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g.: 2016-17, 2017-18 and 2018-19 for a post advertised in the calendar year 2020)

Company in which candidate is/was serving	Year	Annual Turnover of the Company (in Rupees Crores)

*If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy advertisement on the website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of the company

(a) URL (Company Website Address) _____

(b) CIN (Corporate Identity Number)_____

(ii) The Company in which I am working is listed on the _____ stock exchange.

Proof of listing may be accessed over _____(please provide URL)

Yes	No
-----	----

(iii) Self-certified copies for proof of age and educational qualifications (enclosed)

(iv) Candidates from private sector to certify that they 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.

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Declaration

I Son/Daughter of hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)

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

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I 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 I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post of any CPSE.

(Name and Signature of the applicant)

Date:

For candidates from CPSE

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I 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 I belong.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I 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 I belong.

(Name and Signature of the applicant)

Date:

For candidates from Private Sector/ SPSE

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I 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 I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post of any CPSE.

(Name and Signature of the applicant)

Date:

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)

- a) It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.
- b) It is also certified that the Applicant is clear from Vigilance angle.

Signature & Designation of the
Competent Authority
with Telephone No.& Official
Seal