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

I. COMPANY PROFILE

BIRAC was incorporated as a Section – 25 'Not-for-profit' Company on 20th March 2012 under the erstwhile Companies Act 1956 (now Section 8 under Companies Act, 2013) under the aegis of the Department of Biotechnology, Ministry of Science & Technology. Its main objective is to provide a comprehensive enabling environment and technology related service package to promote, nurture and support medium and high level innovation, in the biotech industry, particularly small and medium size companies and also support and facilitate creation of new startups. The key focus is on promoting innovation research for Affordable Product Development to meet the needs of the society at large and also to the Country to attain a global leadership position. BIRAC has been categorized as a scheduled 'B' Public Sector CPSE.

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 2017.

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. POSITION OVERVIEW

Director (Finance) is a Member of the Board of Directors and will report to the Chairman and 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 implementing thereof.

III. ELIGIBILITY

Date of Vacancy: 15th January 2018

AGE: Minimum Age of 40 years & Maximum age of 57 years as on date of closing of the applications.

2. QUALIFICATIONS & EXPERIENCE:

The candidate should be a Cost Accountant / Chartered Accountant /MBA with specialization in Finance with good academic record from a recognized University/ Institution. He / She should have at least two years of cumulative experience during last ten years at a senior level in corporate financial management and accounts including Cost and Budgetary Control, Institutional finance, working capital management in an organization of repute.

3. WHO CAN APPLY:

Applicants holding the following positions or higher position:-

- (i) Officers of Central PSUs/State PSUs (including a full time functional Director in the Board of a CPSE) or one level below Board
- (ii) An officer of the Central Government/Armed Forces of the Union
- (iii) An officer of All India Service
- (iv)An executive in the State Public Sector Enterprise (SPSE)
- (v) An executive in the Private Sector

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 earlier.

V. SUBMISSION OF APPLICATIONS

 The applicants should submit their applications through proper channel as per the format at Annexure to:

Joint Secretary (Admin)
Department of Biotechnology
Block No 2,7th Floor
CGO Complex, Lodhi Road
New Delhi-110003

- Applications from private sector must submit the following documents along with the application form:
 - Annual Reports of the Company for the last 3 years preceding the calendar year in which the post was advertised (Please provide URL or attach/enclose):
 - b) Whether the company is listed or not, if yes, the documentary proof(Please provide URL or attach/enclose):

- c) Evidence of working at Board level:
- d) Self-attested copies of documents in support of age and qualifications:
- e) The relevant Jobs handled in the past with details.

VI. 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 and applicant does not give such undertaking, the application would be rejected.

VII. OTHER CONDITIONS OF APPOINTMENT

- 1. The appointment is on immediate absorption basis.
- No request for relaxation or otherwise of any eligibility conditions would be entertained.

Last date of Application is 4th June 2018.

ANNEXURE

APPLICATION FORM

(Note: Any column left blank wil	make the application incomplete and habie for rejection.)
Name of the post applied for:	

2. (a)	Name (as per official records):_	

(b)	Designation of the Applicant (in Full):	

(c) Category as per Employment Status:	Officer of a CPSE/Central Govt. /Autonomous Institute
(Please tick as applicable)	/All India Services/Private Sector Executive

(d)	Office Address:	

2	Address for Communication:		
٥.	Address for Communication.		

4.	Telephone No. Office:	Residence:	
	Mobile No.:	E-Mail ID:	

5	Date of Birth	Age as on date of Vacancy:	

6. Eligibility Criteria:

1.

	As per job description	Possessed by the Officer	Whether eligible or not
Educational/professional qualifications (alongwith the name of Institutions)			al

7. Positions held during the preceding ten years: -

S. No	Designation, and place of posting	Organization	From	То	Pay Scale
1.					
2.					
3.		-			
4.	7				
5.					
6.	9				
7.					
8.				_	

7(a). Details of experience relevant for the advertised post and job description, out of 7 above:

S. No	Designation and	Organization	From	To	Pay Scale	Nature of
	Place of Posting		1:			Experience

1.		
2.		
3.		
4.		
5.		
Note:	 You may attach a write up, if you wish, not exceeding two pages, in suppor Full form of all abbreviations used while making entries in the application is explained i.e. in footnotes or a separate attachment. 	t of your candidature form should be suital
8 (A)	Do you hold lien in any other organization Other than where currently working? Yes No	
	If yes:	
	(a). Name of the organization in which the lien in held:-(b). Date from which the lien is held:-	
(B)	Are you on deputation?	
	If yes:	
	Date from which you have been on deputation: -	
(C)	Are you a private sector executive? If yes whether you have attached the documents required. Yes No	
). (a)	Whether any punishment awarded to the applicant during the last 10	Yes No years.
	If yes, the details thereof	

CERTIFICATE

I certify that the details furnished by me in Cols. 1 to 9 are true to the best of my knowledge and belief.

(b) Whether any action or inquiry is going on against him as far as his knowledge goes.

UNDERTAKING

I here by undertake to join the post, if selected. I understand that if I convey my unwillingness to join after the interview is held, but before the appointment is processed of after issue of offer of appointment, I may be debarred for a period of two years 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)

Yes

No

Date:

If yes, the details thereof

(To be filled by the CPSE/Ministry/Department Concerned)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

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



Government of India Ministry of Science & Technology Department of Biotechnology

Invites Applications for the following Posts

in

BIOTECHNOLOGY INDUSTRY RESEARCH ASSISTANCE COUNCIL (BIRAC)

(A Government of India Public Sector Enterprise)

1. CHAIRMAN & MANAGING DIRECTOR 2. DIRECTOR (OPERATIONS) 3. DIRECTOR (FINANCE)

Last Date for receipt of application is upto

12:00 hours on 4th June 2018

For more details log on to website www.birac.nic.in

TIMES NATION

Vehicles of different makes/models hi staff of various traffic circles. If anyone or she may approach the concerned of relevant documents, providing the ow his/her favor by adopting proper leg proceedings for disposal of unclaimed procedure of law:-

Traffic Inspector/Kalk Contact No. 0

			52
SI. No.	Vehicle Registration No.	Vehicle Type	
1	DL 6SJ2579	SCOOTER	
	DL7SC 9418	SCOOTER	
1	DL7SA1541	SCOOTER	
	DL8SD1355	SCOOTER	
	DL4SD5656	SCOOTER	
	DL7SS 8801	MOTOR CYCLE	
	DL 3SAG 2644	SCOOTER	١
	DL3SQ 2474	SCOOTER	l
	DL 7SAC 6568	MOTOR CYCLE	l
	DL3SAW 9522	MOTOR CYCLE	l
	DL 3SY 6803	SCOOTER	l
	DBH 9951	SCOOTER	

Traffic Inspector/Mango PS Aman Vihar, Rohini Secti Contact No. 011

SI. No.	Vehicle Registration No.	Vehicle Type	SI No
2	DL 8SAD 1699	MOTOR CYCLE	
	DL 8SAV 4559	MOTOR CYCLE	
	DL 4SBH 1637	MOTOR CYCLE	
	DL 5SAD 4359	MOTOR CYCLE	
	DL 4SBW 8664	MOTOR CYCLE	
	DL4SAL 7204	SCOOTER	
	DL 11 SC 8135	SCOOTER	

TRA

The detailed advertisement, terms and conditions and instructions to the The General Public is hereby informe candidates are available on our website www.ncaor.gov.in

Last date to apply is 08.06.2018

Sd/-(S Anoop)

Administrative Officer

अपना देश भी साफ हो, इसमें हम सब का साथ हो।



DEPARTMENT OF BIOTECHNOLOGY MINISTRY OF SCIENCE & TECHNOLOGY **GOVERNMENT OF INDIA**

Invites Applications for the following posts

BIOTECHNOLOGY INDUSTRY RESEARCH ASSISTANT COUNCIL (BIRAC)

(A GOVERNMENT OF INDIA PUBLIC SECTOR ENTERPRISE)

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 - 2. DIRECTOR (OPERATIONS)
 - 3. DIRECTOR (FINANCE)

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For more details log on to website

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TECHNOLOGY DEPARTMENT OF BIOTECHNOLOGY CORRIGENOUM

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