
Biotech Consortium India Limited (BCIL), New Delhi
(Website: www.biotech.co.in)

Applications are invited for following posts in **DBT-BIRAC-NBM** supported 'Technology Transfer Office (TTO)' at BCIL:

I. Business Development Manager (Technology Transfer and Licensing) - 1 position

Essential Qualifications:

- Ph.D. / M.Sc. in Biotechnology / Life Sciences from a recognized University/ Institute

Desired Experience and Skills:

- 2-3 years of experience in undertaking technology due diligence including market research and technology valuation.
- Good understanding of Indian Biotech industry and Research institutions.
- Proven experience in forging successful collaborations and technology licenses between academia and industry.
- Authored peer-reviewed publications/ review articles/ white papers.
- Outstanding written and oral communication skills.

Work Profile:

- Undertake technical, regulatory and market assessment of technologies, their techno-commercial feasibility and valuation.
- Identify, review and build relationships with potential partners/ licensees through primary and secondary research.
- Liaise with partners, negotiate terms and finalize agreements and contracts.
- Lead the branding activities for BCIL TTO through preparation of corporate presentations, outreach material, mailers and participation in relevant meetings/ events.
- Preparation of white papers on technology transfer/ licensing.
- Deliver presentations in capacity building programmes on IP and technology transfer organized by the TTO.

Salary:

Rs. 60,000 - Rs. 70,000/- per month (Consolidated, commensurate with qualifications and experience)

Age Limit:

40 years (maximum)

II. **Administrative Manager - 1 Position**

Essential Qualifications:

- Master's degree in business administration/ management from a recognized university/ institute

Desirable:

- Working knowledge in IT tools and programming languages

Desired Experience and Skills:

3-5 years of work experience in office administration

- Hands-on experience in handling project management IT platforms/ tools
- Strong familiarity with office communication tools, such as Microsoft Office Suite, web platforms and modern phone systems
- Proven experience in organizing meetings, workshops and training events.
- Exceptional leadership with time, task, and resource management skills.
- Strong problem solving, critical thinking, coaching, interpersonal; and verbal and written communication skills.
- Familiarity with budget planning and enforcement, human resources, and customer service procedures.

Work Profile:

- Coordinate seamless management of internal software portal.
- Undertake and coordinate administrative and logistics activities under the project including meetings and capacity building events.
- Coordinate internal training programmes.
- Support in budget planning and enforcement; and customer service procedures of TTO.
- Management of TTO human resources including their recruitment, leave management, legal requirements, etc.
- Preparation and compliance of internal SOPs.
- Ensure updated documentation of all physical and digital file records.

Salary:

Rs. 60,000 – Rs. 70,000/- per month (Consolidated, commensurate with qualifications and experience)

Age Limit:

40 years

III. **Finance Manager - 1 Position**

Essential Qualifications:

CA/ ICWA/ MBA (specialization in Financial Management)/ M. Com (specialization in Financial Management) from a recognized institute/university

Desired Experience and Skills:

3-5 years of experience in finance and accounts management in industry/ research organizations/ universities/ NGOs.

- Sound knowledge about government procedures in finance management
- Working experience with latest financial software tools employed by organizations
- Excellent oral and written communication skills

Work Profile:

- Maintaining records of receipt and utilization of funds
- Keeping track of available balance funds
- Preparation of budget for the TTO
- Processing of salaries and ensuring compliance with the provisions of labour laws
- Inviting quotations and other enquires from vendors/service providers
- Raising invoices for IP and technology transfer activities
- Processing payment to licensors, Institutes, vendors, industry, etc. as per compliance with Income Tax Laws
- Compliance with the provisions of TDS and GST
- Maintaining organized set of digital and physical financial records.

Salary:

Rs. 60,000 – Rs. 70,000/- per month (Consolidated, commensurate with qualifications and experience)

Age Limit:

40 years

IV. Junior IP Manager - 1 vacancy

Essential Qualifications:

- M.Tech. / M.Sc. in Life Sciences / Biotechnology from a recognized University

Desirable:

- Qualified Patent Agent and/or Diploma holder in Intellectual Property Rights from a recognized law college/ institute

Desired Experience and Skills:

1-2 years of work experience in dealing with Intellectual property (IP) rights related tasks/assignments.

- Experience in prior art searches in different domains of life sciences (medical biotechnology, industrial biotechnology, pharmaceuticals, agriculture, biomedical devices)
- Sound working knowledge and understanding of patent law, filing and prosecution in India and other jurisdictions
- Experience in dealing with other forms of IPR (designs, copyrights, trademarks, plant varieties, etc.)
- Excellent oral and written communication skills

Work Profile:

- Conduct prior-art searches, patentability assessment studies and other IP analytics assignments
- Coordinate with inventors and law firms for drafting, filing and prosecution of patents and other IPRs
- IP docket management and ensuring undertaking all filing and prosecution activities in a time bound manner
- IP due diligence for technology assessment reports

Salary:

Rs. 25,000 – Rs. 35,000/- per month (Consolidated, commensurate with qualifications and experience)

Age Limit:

35 years (maximum)

All vacancies are project based and on contractual basis, initially for a period of one year. The contract is extendable depending on the annual performance review.

Interested candidates may send their detailed CV by 31st January 2022 to email id: tto.bcil@biotech.co.in, addressed to:

**Dr. Shiv Kant Shukla
Head, TTO@BCIL &
Dy. General Manager
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