



Advertisement No.48/2021-HRD

Date: 20-10-2021

### Walk-in Interview

CSIR – North East Institute of Science & Technology, Jorhat, a constituent establishment of CSIR, is a multidisciplinary institute having research areas like Chemical Sciences, Biological Sciences, Materials Sciences, Engineering Sciences and Geological Sciences, etc. This institute is equipped with sophisticated state-of-art analytical and other equipment to carry out research activities in frontier areas of science & technology. Presently a large number of research activities are being carried out in CSIR and externally funded projects. Now, there is a requirement of Project Workers with the following specialization:

Project Title:		“Establishment of BioNEST Bioincubator Facility at CSIR-NEIST, Jorhat”
Project Period:		Up to 15-09-2024
Post Code	No. of Posts	Qualification required
1	<b>Manager (Incubation)</b> = 01 no.	<p><b>Essential Qualification:</b> MBA with BTech / MSc ( Bioinformatics).</p> <p><b>Experience:</b> At least 8 years of experiences in Industries / R&amp;D / Educational Institutes. Prior experiences of technology business incubators / start-ups is must. (Candidate, without any experiences in technology business incubators / start-ups may not apply)</p> <p><b>Desirable:</b> PhD in Management/Engineering/Science. Understanding of Government procedures, familiarity with north-eastern ecosystem for business incubators / start-ups.</p> <p><b>Job Descriptions shall be oriented towards overall management of the incubation center:</b> The incubation manager will be the primary contact person of the Incubation center, and assume full responsibility for meeting its objectives, with the help of Incubator team. His responsibilities will include -</p> <ol style="list-style-type: none"><li>Planning and executing various programs of the incubation center</li><li>Development of necessary policies and procedures of the incubation center</li><li>Motivating innovators &amp; startups and getting incubatees</li><li>Developing a robust network to support incubatees</li><li>Establishing Industry-academia connect for supporting innovation</li><li>Developing a robust business model for the incubation center</li><li>Managing the expenses of incubation center according to budget</li><li>Liasioning with the ecosystem partners, including the funding agency</li><li>Raising additional funds for the incubation center by different mechanisms</li><li>Ensuring compliance of the center with relevant government policies</li></ol> <p><b>[Max Age: 50 yrs]</b> <b>Remuneration: Rs. 70,000/- per month</b></p>
2	<b>Technical Consultant</b> = 01 no.	<p><b>Essential Qualification:</b> MBA with BTech / MSc.</p> <p><b>Experience:</b> At least 5 years of experiences in Industries / R&amp;D / Educational Institutes. Prior experiences of mentoring innovators/ start-ups is must. (Candidate, without any experiences in providing mentorship for innovators/ startups may not apply)</p> <p><b>Desirable:</b> PhD in Management/Engineering/Science. Knowledge of protection and transfer of intellectual property rights, knowledge of innovation/start-up funding, network in the innovation ecosystem of north-eastern India</p> <p><b>Job Descriptions shall be primarily oriented towards arranging innovation management support for individual incubatee/ innovation projects:</b></p> <ol style="list-style-type: none"><li>Conducting need-gap studies and IP landscaping for innovation projects</li><li>Conducting secondary market study and designing primary market survey for the incubatees/ aspirants</li><li>Project wise advisory on technology road-maps, IPR strategy, funding options, regulatory aspects, and market entry to the innovators/ researchers.</li><li>Helping the innovators in preparing for ideathons, grant writing, pitch-deck etc.</li><li>Designing focus-groups for innovation projects, in collaboration with the Incubation Manager, and analyzing the feedbacks thereof.</li><li>Creatively leveraging the expertise of scientists of NEIST and other organizations to arrange help for incubatees on scientific matters.</li><li>Collaborating with Incubation manager in developing necessary policies/ strategies for the incubation center</li></ol> <p><b>[Max Age: 50 yrs]</b> <b>Remuneration: Rs. 50,000/- per month</b></p>

3	<b>Business Development Manager (BDM)</b> = 01 no.	<p><b>Essential Qualification:</b> MBA (Marketing) / Master Degree in Mass Communication.</p> <p><b>Experience:</b> At least 4 years of experiences in Industries / reputed organizations towards Business Development, customer relationship management, event management, mass communication. Knowledge of making creative digital media is important</p> <p><b>Desirable:</b> Prior experiences at technology business incubators / start-ups etc.</p> <p><b>Job Descriptions:</b> The Business Development Manager responsibilities shall include -</p> <ol style="list-style-type: none"> <li>Conduction of various events and outreach</li> <li>Online and offline Public relationship and promotional activities of the incubators and its start-ups.</li> <li>Preparation of creative contents for website and other platforms, for the promotional activities</li> <li>Managing professional relationship of the incubator with the ecosystem partners.</li> <li>Helping the incubatees in making presentations/ sales literature etc.</li> </ol> <p><b>[Max Age: 40 yrs]</b> <b>Remuneration: Rs. 40,000/- per month</b></p>
4	<b>Technical Officer</b> = 01 no.	<p><b>Essential Qualification:</b> MSc / BTech in Life Science.</p> <p><b>Experience:</b> At least 3 years of experiences in Industries / R&amp;D / Educational Institutes and must be familiar with handling of Scientific Equipment's as required in a Biological incubation centre.</p> <p><b>Desirable:</b> PhD in Engineering/Science. Prior experiences at technology business incubators / start-ups etc.</p> <p><b>Job Descriptions:</b> The Business Development Manager responsibilities shall include -</p> <ol style="list-style-type: none"> <li>Ensuring complete uptime of all scientific and non-scientific equipments</li> <li>Helping the incubatees conducting in experiments, and analysis of test results</li> <li>Coordination with outside stake-holders to sort-out technical matters.</li> <li>Initiating timely indents for consumables / equipment maintenance.</li> </ol> <p><b>[Max Age: 40 yrs]</b> <b>Remuneration: Rs. 30,000/- per month</b></p>
5	<b>Program Associate</b> = 01 no.	<p><b>Essential Qualification:</b> Graduation Degree (Computer Science / IT)</p> <p><b>Experience:</b> At least 3 years of experiences in Industries / R&amp;D Institutes and must have prior experience in web-page design and database management.</p> <p><b>Desirable:</b> Prior experiences at technology business incubators / start-ups etc.</p> <p><b>Job Descriptions:</b> The Program Associate responsibilities shall include - Preparation of Website, web-page and databases and entry in the databases. Taking care of the basic administrative and ministerial activities of the incubator, record keeping, official communications, inventory management financial / non-financial transactions, supporting in purchase procedures</p> <p><b>[Max Age: 40 yrs]</b> <b>Remuneration: Rs. 30,000/- per month</b></p>

**Date of Interview: 29-10-2021**

**Time of Interview: 9:30 am onwards**

**General Guidelines and Terms:**

1. During selection, due weight-age will be given to the academic performance and experiences of the candidates. The candidates should have knowledge of computer for day to day work.
2. Interested candidates having the above qualifications may like to appear in the Walk-in interview as per the scheduled date and time. Candidates are requested to bring with them all ORIGINAL TESTIMONIALS including Mark sheets and Certificates and also a Photograph to appear for the interview, failing which there candidature may not be considered. The selected candidates are expected to join immediately upon selection.
3. **Duration:** The project completion date may be extended depending upon the grant of the funding agency.
4. **Maximum Age:** As on date of interview will be taken into consideration. (Relaxable for SC/ST/OBC candidates as per Govt of India orders).
5. The engagement will be on purely temporary basis for specific period. It is co-terminus along with the duration of the project and will not confer any right for regularization in the institute.
6. Some selected Project Workers may be allowed to do his / her Ph D work based on CSIR Guidelines.
7. No TA/DA will be paid to the candidate for the interview.

  
**Administrative Officer**