



INCUBATION CENTRE

INDIAN INSTITUTE OF TECHNOLOGY, PATNA
Amhara Road, Bihta, Patna - 801103



Ref: ICITP/Rect/2024/03 Dt. 10.07.2024

RECRUITMENT DRIVE FOR VARIOUS POSITIONS (Temporary)

Incubation Centre IIT Patna invites applications from Indian Nationals, who are well-qualified, energetic and strongly motivated, towards management roles of the Incubator. The details of the positions open are as follows:

Designation	No. of positions	Required Qualification and Experience	Monthly Compensation
Chief Manager- BioNEST	01	PhD in Biology/Biotechnology / Microbiology or equivalent with minimum 5 years of work experience. OR First class in M.Sc. in Biology/Biotechnology / Microbiology or equivalent with minimum 8 years of work experience.	INR 80,000 to INR 1,10,000/- per month (consolidated). Will be decided based on qualifications and expertise 5% to 10% annual increment will be applicable subject to satisfactory performance.

Role Description

Primary responsibility of Chief Manager - BioNEST is to plan, execute and manage the BIRAC BioNEST project carried out by Incubation Centre IIT Patna for Incubation and innovation support to Life sciences, MedTech and Biotech. The person must be motivated to achieve program goals and shall be able to initiate activities to meet the requirements of the program with minimal support. The role will report to General Manager of Incubation Centre.

Major role expectations are given below:

- Understand program objectives, create a plan of action and execute the same in a time bound manner
- Maintain databases of all parameters of program and its execution
- Management of budget utilization and financial status of program
- Ensure that projects are completed on time and within budget
- Plan, procure and establish BioNEST lab and incubatee workspace as per the requirement
- Lead the team in managing BioNEST lab and its equipment
- Assist the committees in assessing potential innovations
- Train innovators and staff in the use of scientific equipment and processes
- Interface with BIRAC and other external stakeholders for the program

Skills:

- Excellent program planning and co-ordination skills
- Proven experience in a managerial position in a similar role
- Knowledge of setting up / operating / maintaining / using Biomedical Lab set up for research, industrial or commercial purposes
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Ability to work on MS Office specifically Word, Excel, and PowerPoint

Experience:

- Minimum work experience of 5 years is required for the candidates who have completed PhD out of which at least 2 years should be in startup administration/management in companies/startups/incubation centers/ research centres.
- Minimum work experience of 8 years is required for the candidates who have completed M.Sc. out of which at least 2 years should be in startup administration/management in companies/startups/incubation centers/ research centres

Age: Candidates under 45 years of age as on last date of application may apply.

Designation	No. of positions	Required Qualification and Experience	Monthly Compensation
Scientific Officer	01	First class in M.Sc in Biology/Biotechnology / Microbiology or equivalent with minimum 2-4 years of work experience.	INR 30,000 to INR 45,000/- per month (consolidated). Will be decided based on qualifications and expertise 5% to 10% annual increment will be applicable subject to satisfactory performance.

Job Description

The Scientific Officer will be responsible for Biomedical lab operations of Incubation Centre. Key job responsibilities of the role are:

Operating Sophisticated Biomedical machineries

- Operating / assist in operating sophisticated machinery as per operating procedures and safety precautions for designing and development of Biomedical / Lifesciences related products and systems to fulfil the requirements of BioNEST Beneficiaries of Incubation Centre IIT Patna
- Plan and carry out routine maintenance of machines to keep the lab and machines available for use at all times
- Interact with equipment suppliers and vendors to rectify equipment failures, obtain service, source consumables or parts

Technical operations

- Assist the management in anticipating the need for equipment/consumable/parts and in estimating and budgeting the cost
- Support the procurement activity by creating technical specifications, carrying out technical compliance verification of quotations/tenders, identifying potential sourcing options for technical components or consumables, performing acceptance testing of procured equipment as per specification etc.
- Deliver technical services offered by Incubation centre as per set processes for such services
- Clean and maintain lab equipment

Others

- Lead/contribute to technical events and projects taken up by Incubation Centre such as hackathons, tech fests etc
- Assist the outreach team in outreach activities, events, training programs etc
- Assist or guide incubated companies in matters related to technical implementation of their product
- Other activities as assigned by the management from time to time.

Experience and Skill Set Requirement

Experience :

- Hands on experience in operating/maintenance of Biomedical equipment will be an added advantage.

Skills required:

- Strong problem-solving skills: ability to identify and address a problem
- Practical ability: Must have hands-on ability to perform and guide design & development, fabrication, testing, design verification, compliance testing & production support of Biomedical products and equipment
- Interpersonal skills : Must have very good interpersonal skills as the job requires regular interaction with incubated companies, other customers, IC staff and guests
- Very good skills in MS Office
- Very good verbal and written communication skills. Should be comfortable in using English for verbal and written communication

Age: Candidates under 35 years of age as on last date of application may apply.

The positions are contractual for 1 year or till end of the project (BIRAC BioNEST) whichever is earlier with provision for extension based on performance and availability of funds for the project.

Last date for receiving applications is 10.08.2024, Saturday.

Applications may be mailed to career_ic@iitp.ac.in in the attached format along with resume, scan copy of proof of experience, qualification and passport size photograph.

Note:

- 1) Applications that are not in the prescribed format/ position not mentioned will not be considered for further process.**

You can visit www.iciitp.com or www.iitp.ac.in -> [incubation centre](#) for more details.

Shortlisted candidates will be called for a test/interview. The date and mode of test/ interview shall be intimated to the shortlisted candidates via email / Incubation Centre website (www.iciitp.com) / Institute website (www.iitp.ac.in → Incubation Centre).

In case of a large number of applications, the committee may decide to call only a few best applications for test/interview. **The decision of the selection committee is final in all matters related to recruitment of suitable candidates.**

Secretary,
Incubation Centre IIT Patna