

**North Eastern Region-Biotechnology Programme Management Cell  
(NER-BPMC)**

A programme of the Department of Biotechnology, Ministry of Science & Technology, Government of India for development, coordination and facilitation of biotechnology programmes in the North Eastern States of India, managed by the Biotech Consortium India Limited (BCIL), New Delhi.

**Code No. :** 2

**Position:** Programme Manager

**No. of Positions:** Three (3)

**Salary:** Rs. 42,000/- per month (Consolidated)

**Key Responsibilities:**

- a) Project management**
  - i. Project preparation, management and implementation of the programme activities.
  - ii. Preparing, finalizing and monitoring annual work plans.
  - iii. Preparation and submission of quarterly and annual progress report, budgets and financial reports.
  - iv. Effective management of programme budget.
  - v. Coordinate with finance team for timely release of budgets.
- b) Team Management**
  - i. Understand team objectives and cooperate and collaborate with others to achieve them.
  - ii. Adhere to internal and external compliance responsibilities in a timely manner.
  - iii. Understand sensitivity of projects and maintain confidentiality.
- c) Interacting with various stakeholders including ministers, state governments and institutions.**
- d) Visit to NE region.**

**Essential Qualifications:**

Ph.D. / M.Tech. / M.V.Sc. / M.Pharma. / M.Sc. in Life Sciences/Biotechnology with first division.

**Experience:**

Minimum of 1-2 years of relevant experience is required. Candidates with Ph.D. / M.Tech. / M.V.Sc./ M.Pharma and familiarity with scientific project management will be preferred.

**Age limit:**

Maximum **30 years** as on December 31, 2017.

The above posts are contractual, initially for a period of 1 year with a scope of further extension. Apply latest by January 15, 2018 with resume (Soft copy only) by email to [career@biotech.co.in](mailto:career@biotech.co.in) strictly in the **format given in** the website [www.bcil.nic.in](http://www.bcil.nic.in) and also a detailed resume in MS Word format to: The Manager, Biotech Consortium India Limited, Anuvrat Bhawan, 5<sup>th</sup> Floor, 210, Deen Dayal Upadhyaya Marg, New Delhi-110002; Tel.: 011-23219064-67, Fax: 011-23219063; Email: [career@biotech.co.in](mailto:career@biotech.co.in)