

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 monitoring of biotechnology programmes in
the North Eastern States of India**

Positions vacant (Age Limit 40 years)

A. PROGRAMME MANAGER

- 1. HEALTHCARE (NUMBER OF POSITION-1)**
- 2. AGRICULTURE (NUMBER OF POSITION-1)**
- 3. HUMAN RESOURCE DEVELOPMENT (NUMBER OF POSITION-1)**

Educational Qualifications

Position No.1: Ph. D/M.Tech/M.Sc in Life Sciences with first class in post graduation. MBA would be an added qualification.

Position No. 2: Ph.D/M.Sc in Agriculture with first class in post graduation. MBA would be an added qualification

Position No. 3: Post Graduate in Life Sciences with first class in post graduation. MBA in HRD would be an added qualification

Experience (Position 1 & 2): minimum of 1 to 3 years working experience in biotechnology applications. Candidates having familiarity with scientific project management will be preferred

Experience (Position 3): minimum 1 to 3 years working experience in managing and coordinating training programmes, entrepreneurship development programme etc

Job description (Position 1 & 2): Responsible for project preparation, management and implementation of the NERB Programme activities, prepare detailed annual work plans, manage the Programme budget, preparation and submission of quarterly and annual progress report, budgets, and financial reports. In addition, the candidate will interact with the various stakeholders including ministries, state governments, and institutions. Frequent travel may be undertaken to the NE region

Job description (Position 3): Responsible for development, managing, coordinating and implementing training programmes for human resource development, entrepreneurship development etc. Prepare detailed annual work plan, manage project budget, submission of quarterly and annual progress report. Frequent travel may be undertaken to the North Eastern region.

Salary structure: Rs. 35,000/- PM (Consolidated)

B. IT SUPPORT OFFICER (NO OF POSITION-1)

Qualification: Graduate in any discipline with minimum one year Diploma in Computer Application and with a minimum of one year relevant working experience

Job description: Installing and configuring computer hardware operating systems and applications, monitoring and maintaining computer systems and LAN, updating of website, troubleshooting system and network problem and diagnosing and solving hardware/software faults

Salary: Rs. 15,000/- PM (Consolidated)

C. ADMINISTRATIVE-CUM-ACCOUNTS OFFICER (NO OF POSITION- 1)

Qualification: B.Com (1st Division) with 2 to 3 years relevant experience and should be well versed with computer applications, particularly operating financial software. Candidates with CA/ICWA will be preferred.

Job description: Maintaining accounts for NER-BPMC activities and also responsible for administration and personnel matters of NER-BPMC office

Salary: Rs. 25,000 (consolidated)

All posts are contractual, initially for a period of 2 years with a scope of further extension. Apply latest by 30th March, 2010 with detailed resume (Hard & Soft copy) & also by email (info.bcil@nic.in) strictly in the format given in the website (Click here to access format) www.bcil.nic.in

to

**The Managing Director
Biotech Consortium India Limited
Anuvrat Bhawan, 5th Floor, 210, Deen Dayal Upadhyaya Marg, New Delhi-110002
Tel.: 011-23219064-67, Fax: 011-23219063, email: info.bcil@nic.in**