

Job Opening

Department/ Office:	Gujarat State Biotechnology Mission, Dept. of Science & Technology, Govt. of Gujarat
Project / Cell:	Savli Bio-Incubator, Vadodara
Duty Station:	SAVLI as well as GANDHINAGAR
Need to Travel:	Rarely – Within the state
Posting Period:	From February-2014 (for 11 Months) – extendable depending upon satisfactory work and performance

GSBTM | DST | GoG Sutra: Time Bounded | Output Oriented | Excellence Every time

Team Core Values: Integrity, Professionalism, Respect for Diversity

Gujarat State Biotechnology Mission is a nodal agency of Department of Science & Technology, Govt of Gujarat to promote, support and facilitate the development of biotechnology in the state by promoting research and development, by generating the quality human resource and by supporting the development of biotechnology industries by taking effective measures and policy and planning level. To promote, support and facilitate the overall development of Biotechnology in the State. To provide institutional, legal, financial and policy support. To facilitate Entrepreneurship in the state, GSBTM is setting up 'Savli Bio-Incubator' – a Technology Business Incubator at Savli Biotech Park, Vadodara.

Competencies

PROFESSIONALISM: Understands specific issues and broad trends pertaining to incubation in the context of scientific development, governance and market forces; analyzes opportunities and develops solutions workable in local context; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; collects data using various methods; adapts rapidly to changing situations; ensures that quality outputs are produced.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments and adjusts priorities as required; allocates an appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

TEAM-BUILDING/LEADERSHIP: Good interpersonal skills, works collaboratively with professional and technical staff from diverse cultures and backgrounds at senior and junior levels. Is able to build an effective team, from amongst qualitatively diverse type of individuals; Solicits input and values others' ideas and expertise; is willing to learn from others; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

COMMUNICATION: Excellent communication skills, both written and spoken, including the ability to draft project proposals for sponsors and Terms of Reference for various assignments; ability to listen to others, correctly interpret messages from others and respond appropriately in a diverse-cultural and multi-ethnic environment, including ability to tailor language, style and format to match the audience; Openness in sharing information and keeping people informed.

Expected Competencies:

Competencies	PROFESSIONALISM	PLANNING & ORGANIZING	TEAM BUILDING/LEADERSHIP	COMMUNICATION
Maintenance Engineer	+++	+	+++	-
Head, Instrumentation	+++	+++	+++	+++
Bio Incubation Asst. Manager (Capacity Building)	+++	+++	+++	+++
Account Officer	+++	+	+	++
Bio Incubation Officer	+++	+++	+++	+++
Equipment Maintenance Staff/Skilled Workers	+	+	-	+
Office Assistant	++	++	+++	-

+ - Average ++- Moderate +++-Strongly Needed

Special Notice

- ✚ This position is funded for an initial period of one year and may be subject to extension.
- ✚ Staff members are subject to the authority of the Mission Director and to assignment by him or her. In this context, all staff are expected to take to new functions periodically or as & when the need be, inclusive of during the course of the Project, in accordance with established rules and procedures.
- ✚ All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided.
- ✚ If you do not receive an e-mail acknowledgement within 48 working hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the 'Need Help' link.

GSBTM believes in providing equal opportunity irrespective of Caste, Creed, Colour, Gender, or Race. GSBTM DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). GSBTM DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS. GSBTM also undertakes all recruitment drives itself with its own discretion. CANDIDATES ARE ADVISED TO REFRAIN FROM ANY AGENCIES/INDIVIDUALS CLAIMING OTHERWISE AND/OR REQUESTING ANY SUCH INFORMATION FROM CANDIDATES.

Job Title: Maintenance Engineer (1 Post)

Remuneration: Rs. 55,000/- per Month Fixed

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For the development of Savli Bio-Incubator, GSBTM is looking for Maintenance Engineer and their functions are mentioned under:

Functions

1. Coordinate implementation of projects and activities undertaken by the Savli Bio-Incubator [SBI]
2. Serve as central Contact Point for all matters of engineering aspects inclusive of all aspects of refurbishing (electrical, plumbing, LAN, EPABX, etc.), maintenance & other aspects of scientific equipments, Pilot Plant facilities, etc. as also Documentation, Planning, Organizing, Conducting, Studying, etc for the same as needed from time to time.
3. Establish systems for efficient internal and external operations; Coordinate communication and outreach to patrons, partners and stakeholders; Enhance SBI's roles & objectives; Communicate with partners/ clients/ stakeholders, etc. about status and activities; Perform any other related functions.

Education

Preferably, an Advanced/Professional University

- A. Graduate Degree in Mechanical Engineering/Electrical Engineering
- B. M.Sc. Instrumentation/ Electronics.

Additional qualification suitable for the position applied would be an asset. Possess the basic knowledge of computer application.

Work Experience in Industrial Maintenance, Development & Technology Development in a progressively responsible manner preferably with relevance/concurrence to the position under consideration is essential.

Work Experience

1. 6 Years in case of qualifying degree **(A)**
2. 5 Years in case of Qualifying degree **(B)**

Experience in Biotech/ BioMedical Industry would be desirable.

Languages

For the post advertised, fluency in oral and written English is required. Working knowledge of Hindi and/or Gujarati language is desirable.

Assessment Method

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Job Title: Head, Instrumentation (1 Post)

Remuneration: Rs. 50, 000/- per Month Fixed

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For the development of Savli Bio-Incubator, GSBTM is looking for **Head, Instrumentation** and their functions are mentioned under:

Functions

1. Coordinate implementation of projects and activities undertaken by the Savli Bio-Incubator [SBI]
2. Serve as central Contact Point for all matters inclusive of Well keep, Installation, Utilization, Documentation, etc. of scientific equipments, Pilot Plant facilities, etc. [Technical Facilities/Instrumentation], as also Coordination, Communication, Documentation, Planning, Organizing, Conducting, Studying, etc for the same as needed from time to time.
3. Establish systems for efficient internal and external operations; Coordinate communication and outreach to patrons, partners and stakeholders; Enhance SBI's roles & objectives; Communicate with partners/ clients/ stakeholders, etc. about status and activities; Perform any other related functions.

Education

Preferably, an Advanced/Professional University Graduate Degree in

- A. B. Sc.
- B. M. Sc.
- C. B. E. /B. Tech. (BT)/B. Pharm.

Possess the basic knowledge of computer application. Additional qualification suitable for the position applied would be an asset.

Work Experience in Industrial Maintenance, Development & Technology Development in a progressively responsible manner preferably with relevance/concurrence to the position under consideration is essential.

Work Experience

1. 6 Years in case of Qualifying degree **(A)**
2. 5 Years in case of Qualifying degree **(B)**
3. 4 Years in case of Qualifying degree **(C)**

Experience in Biotech/ BioMedical Industry would be desirable.

Languages

For the post advertised, fluency in oral and written English is required. Working knowledge of Hindi and/or Gujarati language is desirable.

Assessment Method

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Job Title: **Bio Incubation Asst. Manager (Cap. Building) (1 Post)**

Remuneration: Rs. 30, 000/- per Month Fixed

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For the development of Savli Bio-Incubator, GSBTM is looking for **Bio Incubation Asst. Manager** and their functions are mentioned under:

Functions

1. Coordinate implementation of projects and activities undertaken by the Savli Bio-Incubator [SBI]
2. Serve as central Contact Point for all matters of Development of the SBI, Building Capacities of the Patrons, Partners, Members, Incubatees Stakeholders, etc.; as also Coordination, Communication, Documentation, Planning, Organizing, Conducting, Studying, etc for the same as needed from time to time.
3. Establish systems for efficient internal and external operations; Coordinate communication and outreach to patrons, partners and stakeholders; Enhance SBI's roles & objectives; Communicate with partners/ clients/ stakeholders, etc. about status and activities; Perform any other related functions.

Education

Preferably, an Advanced/Professional University Graduate Degree in

- A. B. E. (Biotech) / B. Tech. (Biotech)/ B. Pharm.
- B. M. Sc. (Biotech. Or allied subjects)
- C. M. Phil. (Biotech. Or allied subjects)/ M. Tech. (Biotech.)/ M. Pharm. (Pharm. BT).

Possess the basic knowledge of computer application. Additional qualification suitable for the position applied would be an asset.

Work Experience in Bio-Incubation Space in a progressively responsible manner preferably with relevance/concurrence to the position under consideration is essential.

Work Experience

1. 4 Years in case of Qualifying degree **(A)**
2. 3 Years in case of Qualifying degree **(B)**
3. 2 Years in case of Qualifying degree **(C)**

Experience in Biotech/ BioMedical Industry would be desirable.

Languages

For the post advertised, fluency in oral and written English is required. Working knowledge of Hindi and/or Gujarati language is desirable.

Assessment Method

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Job Title: Account Officer (1 Post)

Remuneration: Rs. 22, 000/- per Month Fixed

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For the development of Savli Bio-Incubator, GSBTM is looking for **Account Officer** and their functions are mentioned under:

Functions

1. Coordinate implementation of projects and activities undertaken by the Guj-BT-CIC
2. Serve as central Contact Point for all matters of accounting and administration as also Coordination, Communication, Documentation, Planning, Organizing, Conducting, Studying, etc for various purposes, etc as needed from time to time.
3. Establish systems for efficient internal and external operations; Coordinate communication and outreach to patrons, partners, Members/Incubatees, Stakeholders, etc. Perform any other related functions.

Education

Preferably, an Advanced/Professional University Graduate Degree in **Commerce**. Possess the basic knowledge of computer application. Additional qualification suitable for the position applied would be an asset.

Work Experience

Work Experience of 3 years in 3 Years experience with accountancy in a progressively responsible manner preferably with relevance/concurrence to the position under consideration is essential.

Languages

For the post advertised, fluency in oral and written English is required. Working knowledge of Hindi and/or Gujarati language is desirable.

Assessment Method

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Job Title: Office Assistant (3 Post)

Remuneration: Rs. 4, 000/- per Month Fixed

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For the development of Savli Bio-Incubator, GSBTM is looking for **Office Assistants** and their functions are mentioned under:

Functions

1. Coordinate implementation of projects and activities undertaken by the Guj-BT-CIC as directed by authorities from time to time
2. Undertake Coordination, Communication, Documentation, Planning, Organizing, Conducting, Studying, etc for various Events/Meetings, Reports, etc as needed & directed by authorities from time to time.
3. Enhance SBI's role; Communicate with indicated individuals/organizations on behalf of the organization or any representative and perform indicated any other related functions.

Languages

For the post advertised, fluency in oral and written Gujarati is required.
Working knowledge of Hindi and Regional language is desirable.

Assessment Method

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.
