



Advertisement for Various Posts in the BIRAC E-YUVA Center at ADAMAS UNIVERSITY, West Bengal

Online applications are invited from eligible and suitable Indian Nationals for BIRAC supported E-YUVA Center at Adamas University, Kolkata for the following posts purely on contractual basis (Initially for 1 year).

The posts are temporary and co-terminus with the project. Number of post, essential qualifications and upper Age Limit are mentioned below. As an equal opportunity employer, we encourage women candidates to apply. The upper age limit may be relaxed for an additional duration of earlier work experience in a project/scheme. No TA/DA will be paid if called for interview.

The commencement date and last date for submission of applications are as under:

Date of Commencement of Online Application	07.04.2025
Last date of Filling Online Application	15.04.2025

Sl. No 1	Designation	Project Coordinator
	Salary	Rs. 75,000 pm (fixed) with scope of 5% increment per year
	Nature of Job	Contractual
	Qualifications Required	
	Essential	Ph.D in any branch of Life Science/ Biotechnology/ Microbiology /Agriculture/ Pharmacy with at least 3 years of Post Ph.D experience in Teaching/ Research/ Industry.
	Desirable	<ul style="list-style-type: none"> i) Should have strong interest and passion for nurturing technology innovation/ entrepreneurship, basic training in sciences/ bio-engineering; ability to quickly grasp inventions/ technology and assess them. ii) For bio-incubation activities, academic training in Life sciences, bioengineering, biotechnology, biomedical engineering, medicine, and related disciplines is preferred. iii) Further work experiences and/or qualifications in business management/ IP management/ project management/ law and agreements/ tech transfer/ incubation would be a plus. iv) Excellent communication skills; Experience in scientific writing/ proposal writing etc. would be a plus. Any experience mentoring students/ interns/ start-ups etc. would be an advantage. v) Should be a self-starter who can work with minimum supervision and efficiently deliver project goals. vi) Ability to design programs, mobilize applicants and generate revenue through scientific/ technology-based workshops. <p>Note: Capacity of research and innovation shall be evidenced from the research publications/ patents and start-up created/ mentored.</p>
	Age Limit	The candidate must not exceed 45 years on the last date of application. Age may be relaxed for experienced and well qualified candidates.
	Job Description	Act as a coordinator for the center. The incumbent would directly report to the Chief Coordinator/ Principal Project Investigator of

		BIRAC E-YUVA Project and be involved in administrative and scientific support to the center including finance maintenance, applicant mobilization, marketing and branding, revenue generation and strategic execution. Shall be responsible for target-based revenue generation of the centre. Shall be engaged in mentoring fellows at different level (UG to Post-Doctoral). Must be able to contribute and conceptualize execution of technical workshops, product oriented research in advanced laboratory and mentorship to start-ups. Helping entrepreneurs relating to proposals/ pitches/ business plans and fund raising. Any other activities necessary to support and strengthen the innovation and entrepreneurship activities related to biotechnological/ bio-pharma domain. Other tasks assigned by Chief Coordinator/ Principal Project Investigator on time to time basis.
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Sl. No 2	Designation	Project Assistant
	Salary	Rs. 25,000 pm (fixed) with scope of 5% increment per year
	Nature of Job	Contractual
	Qualifications Required	
	Essential	B.Tech/ M.Sc/ M.tech. in any branch of Life Science/ Biotechnology/ Microbiology /Agriculture/ M.Tech. / M.Pharm or MBA.
	Desirable	<ul style="list-style-type: none"> i) Should have strong interest and passion for research and innovation, apply knowledge towards creation of enterprise for nurturing technology innovation/ entrepreneurship, ii) Hands-on experience in analytical instruments, working on BSL-2 laboratory, animal handling etc. is preferred. iii) Work experiences and/or qualifications in business management/ IP management/ project management/ law and agreements/ tech transfer/ incubation would be a plus. iv) Excellent communication skill with experience in scientific writing/ content development etc. v) Should be self-motivated with ability to work with stringent deadlines. vi) Must be open to traveling for organizing summit/ collaborative and outreach programs.
Age Limit	The candidate must not exceed 32 years on the last date of application. Age may be relaxed for experienced and well qualified candidates.	
Job Description	Act as a project assistant for the center. The incumbent would report to the Project Coordinator/ Chief Coordinator/ Principal Project Investigator of BIRAC E-YUVA Project and be involved in scientific and administrative support to the center. Shall be engaged in maintaining laboratory and co-working with fellows at different level (UG to Post-Doctoral). Must be able to monitor laboratory instruments, purchase, project finance, day-to day activities and documentation for the project. Shall be able to execute organize seminars, workshops etc. Helping the project coordinator in activities related to writing research proposals/ pitches/ business plans and fund raising. Any other activities necessary to support the innovation and entrepreneurship activities related to biotechnological/ bio-pharma domain. Other tasks assigned by Project Coordinator/ Chief Coordinator/ Principal Project Investigator on time to time basis.	

Sl. No 3	Designation	Office Assistant
	Salary	Rs. 15,000 pm (fixed)

Nature of Job	Contractual
Qualifications Required	
Essential	Undergraduate degree with minimum of 55% marks and at least 2 years of experience in relevant field. Proficiency in English and Computer especially MS Office.
Desirable	i) Good communication skill (both written and verbal) ii) Experience in working in office of private/ government organization iii) Drafting skill and Knowledge of office documentation. iv) Knowledge of laboratory instruments in biotechnology/ microbiology. v) Marketing/ sales experience.
Age Limit	The candidate must not exceed 32 years on the last date of application. Age may be relaxed for experienced and well qualified candidates.
Job Description	Act as an office assistant for the center. The incumbent would report to the Project Coordinator/ Chief Coordinator/ Principal Project Investigator of BIRAC E-YUVA Project and be involved in providing office-support to the center. Keeping records, maintaining documents, taking care of the laboratory instruments and support the center for conducting seminars/ workshops etc. Shall be able to independently mobilize candidates and work on target-based revenue generation. Other tasks assigned by Project Coordinator/ Chief Coordinator/ Principal Project Investigator on time-to-time basis.

General Information:

- The Application form (.docx) can be downloaded from the university website (<https://adamasuniversity.ac.in/current-vacancies/>). The Filled Application Form along with all relevant testimonials (as single attachment) must be mailed to birac.e-yuva@adamasuniversity.ac.in with a cc to saptarshi.chatterjee@adamasuniversity.ac.in on or before the deadline (15th Apr, 2025).
- The competent authority may relax experience and age for exceptionally meritorious candidates.
- The Institute reserves the right to:
 - Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - Fill or not to fill up some or all the posts advertised for any reasons whatsoever
 - Increase/decrease the number of posts without giving any reason.
 - Any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment.
 - Hold Written Test, Skill/Trade Test, Presentation and/or Interview for selection, whenever circumstances so warrant.
- The applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations must send their application on the prescribed format along with relevant documents 'Through proper channel'. However to save the time, candidate may sent an advance copy and bring the NOC at the time of interview/test.
- Incomplete application or without relevant supporting enclosures will be out-rightly rejected.
- All appointments are purely contractual and temporary in nature for 1 year and same is renewable upto 3 years (co-terminus with the project) depending upon the performance and sole discretion of the institution. The candidate will have no right to claim for his/her regularization of the post in the university.
- No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
- No TA/DA will be paid for attending the interview.

Registrar
Adamas University