CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE,CANAL ROAD, JAMMU-180001 (J&K)
WALK-IN-INTERVIEW
ADVERTISEMENT NO. 10/2023

Applications are invited from eligible and interested candidates to work under a Project, "**ATAL INCUBATION CENTRE (AIC)"** at **CSIR-IIIM, BRANCH LAB SRINAGAR [AIC-IIIM Bio Innovation Foundation]**. The responsibilities of the appointees shall include, the Management of Incubator and to support Startup & Entrepreneurship at CSIR-IIIM, Branch Lab Srinagar. The following positions of (i) **COORDINATOR, (ii) BUSINESS MANAGER, (iii) ACCOUNTANT, (iv) PROJECT ASSISTANT-II and (v) PROJECT ASSISTANT-I** will be filled up through a Walk-in-Interview.

POSITIONS FOR CSIR-IIIM, BRANCH LAB SRINAGAR

Position Code	Name & No. of Positions	Essential Qualification	Desirable Qualification	Upper age limit	Monthly Emoluments (₹)
AIC-01	**Coordinator** (One Position)	i) B.E./B.Tech. or Master's Degree in Science or Ph.D in Biological Sciences/Life Sciences or related subject from a recognized University or equivalent. ii) Atleast five years' of proven experience in Entrepreneurship/Business Development/ Networking/Industry Outreach/Skill Development.	i) Master's Degree in Business Administration/Management (MBA/ MBM) with atleast 55% marks. ii) Experience in working with Start ups, Technology Transfer, Product Marketing, Developing relationships with Industries/ Universities/ Government Bodies, experience in conducting training programs.	50 yrs	₹ 75,000/- (consolidated)
AIC-02	**Business Manager** (One Position)	i) Master's Degree in Science or B.E./B.Tech with at least 55 % marks from a recognized University or equivalent. ii) Atleast one year experience with start ups and entrepreneurship development, content writing, compilation of Scientific findings, Public relations, developing relationships with industries/ University/Govt. Bodies with Sufficient Knowledge of Computer Operations particularly in MS Office.	Preferably MBA with Scientific Know how of Biotechnology driven techniques and hands on experience with instruments and proven training /experience in running and maintenance of the same.	45 yrs.	₹50,000/- (consolidated)

AIC-03	**Accountant** (One Position)	i) Graduate with at least 55% marks. ii) Five years' proven experience in Finance and Accounting, Ledger Entries, Bill payments, cash book Maintenance and other Financial Works allied thereto.	At least One year Diploma or Degree in Computer Applications. Sufficient knowledge of Computer Operations particularly in MS Office, Power Point and Office Management Software.	45 yrs.	₹ **30,000/-** (consolidated)
AIC-04	**Project Assistant –II** (One Position)	M.Sc./B.Tech. in Biotechnology/ Microbiology/Biochemistry/Life Sciences/ Biological Sciences from a recognized University or equivalent with at least 55% marks.	i) Good hand in conducting microbiological/ biotechnological experiments. Experience of conducting microbiological training, Handling and maintenance of Scientific equipments ii) Sufficient Knowledge of Computer Operations particularly in MS Office& PowerPoint.	40 yrs.	₹ **25,000/** (consolidated)
AIC-05	**Project Assistant –I** (One Position)	i) Graduate Degree with minimum of 55% marks ii) Minimum One year of proven experience in office administration from any Govt./ Private/R &D Organization.	i) Handling of Scientific documentation, Data entry operations, Maintenance of Records, Skill Development Training Programs. ii) Sufficient Knowledge of Computer Operations particularly in MS Office & PowerPoint.	30 yrs	₹ **20,000/** (consolidated)

The positions are co-terminus with the project. Duration of the project is up to **27.02.2028**

IMPORTANT INSTRUCTIONS

1. The selected persons will work in the Project at CSIR-IIIM (Br.) Srinagar, initially for a period of one year which is further extendable for four years depending upon their performance.

2. Age relaxation for SC/ST/OBC/PWD candidates as per GOI/CSIR Instructions. Candidates belonging to SC/ST/OBC/PWD etc. should send their copies of certificates in the proper format issued by the appropriate authority as per the latest instructions issued on the subject.

3. Age relaxation for Widows, Divorced Women, and Women Judicially separated from Husbands, who are not remarried since, as per GOI/CSIR provisions.

ONLINE SELECTION PROCEDURE:

Application (Google form) for this position can be filled online in the Google Form using following link.

Google Link for Post Code AIC -01:- https://forms.gle/HqJrAwrDSS4PV9Yv8
Google Link for Post Code AIC -02:- https://forms.gle/jUL7t5Y2A2oC4E3XA
Google Link for Post Code AIC -03:- https://forms.gle/GnuhYZHZSM7RuBrv9
Google Link for Post Code AIC -04:- https://forms.gle/N3SQmPFsRi5eTCbR8
Google Link for Post Code AIC -05:- https://forms.gle/eLdoD7XraDubHLdz7

4. Application form for the post code **AIC-01** to **AIC -05** should be submitted by or before **04.05.2023 up to 5:00 pm.**

5. Google Form submitted after the scheduled date and time i.e. **04.05.2023 up to 5:00 pm** shall not be entertained for Interview.

6. The list of shortlisted candidates and dates for Walk-in-Interview will be uploaded on **CSIR-IIIM Website www.iiim.res.in** by evening on **06.05.2023 up to 5:00 pm.**

7. **The shortlisted candidates are requested to be present at the venue on the said date ONE HOUR BEFORE the scheduled time of interview [i.e. Candidates are supposed to arrive at the venue of interview ON OR BEFORE 9:00 A.M.] for necessary verification of documents. Candidates will not be entertained after 10.00 A.M. under any circumstances. (if any change is there, they will be accordingly intimated).**

8. The shortlisted candidates can attend the Walk-in-Interview along with Original Certificates in support of Date of birth, Educational Qualification, Experience, Caste, Domicile Certificate etc. Tentative Mark sheets/Certificates and **'RESULT AWAITED'** will not be considered.

9. The positions are purely temporary on a contract basis and co-terminus with sponsored the Project.

10. In case the final certificates reflect CGPA/SGPA/OGPA Grades etc., in that case, the candidate should convert the same into equivalent percentage as per the approved formula of the University in the Google Form and a copy of such conversion formula must be attached along with the Google Form.

11. To avoid any inconvenience, only those candidates who strictly fulfill the eligibility criteria and possess the degrees/mark sheets in the aforesaid subjects should apply for the Online in Google Form.

12. Upon selection/empanelment, the original documents including eligibility qualification, age, and relaxation will be verified, if any discrepancy is found, the selection/empanelment stands cancelled.

NO TA WILL BE PAID FOR ATTENDING THE WALK-IN INTERVIEW.INTERIM ENQUIRIES WILL NOT BE ATTENDED TO

Sd/-
CONTROLLER OF ADMINISTRATION