**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY**
(An Autonomous Institute under DST, Govt. of India)
Vigyan Path, Paschim Boragaon, Garchuk, Guwahati-
781035

## Recruitment Notice for the Incubation Center at IASST, Guwahati

Advt No. 525 Date: 02.01.2025

Applications are invited through online submission for recruitment in the Incubation Center at Institute of Advanced Study in Science and Technology (IASST), Guwahati under the BIRAC-BioNEST project for selection of suitable candidates for the following positions on contractual basis:

| Sl No. | Post | Qualification | | Remuneration per month |
|---|---|---|---|---|
| | | **Essential** | **Desirable** | |
| 1 | Manager (Science & Technology) (One position) | Masters in Science/ Technology/ Engineering or Graduate in Engineering/Technology (BE/ B.Tech) - with minimum 3 years of work Experience in industry /Govt. organization/ Institute in entrepreneurship development and creation of technology-based start-ups/ Outsourcing and collaborative technology generation, dissemination of Technology and organizing events. | Knowledge of Patenting, IPR, commercialization of technology, maintenance of lab protocols and management, Research methodologies in Science and Technology, competency in operating high-end scientific equipment, procurement procedures in government sector. Demonstrated quality, good communication skills, understanding the requirements of start-ups, Fluency in English, Hindi and local language of Assam. **Ph.D. qualification is desirable.** | Rs. 45,000/- (Consolidated) |
| 2 | Office Assistant (One position) | Graduate (BA/ BSc. / B. Com) with knowledge and skill in computer application. | Candidate having work experience of 1 year in multiple areas of office-works like inventory management, record keeping, drafting internal and external communications, basic accounting knowledge etc. Candidates with proficiency in MS Excel, writing skill and photography skill will be preferred. | Rs 20,000/- (Consolidated) |

**Important Notes:**

1. Application Requirement: The applications for the positions at Sl. No. 1 must be supplemented with his / her vision about the Institutional Incubation center along with his/ her demonstrated competence for implementing that vision (in 1000 words). (Applicant need to upload this write-up in .pdf format in the option other field of upload portion of the online portal).

2. In addition to the above qualifications as prescribed, the profile of the candidates shall also be evaluated based on their suitability to carry out the respective roles and functions for the positions, as defined in the Annexure I of this advertisement.

3. Only shortlisted candidates will be called for interview. Mere fulfillment of the qualification requirements is not the criteria for short listing of the candidates for appearing in the interview.

4. Applicants having past service experience are to submit valid certificate(s) clearly mentioning the period and dates from their present and past employer as the case may be. They may also submit recommendation letters from at least two referees.

5. The incumbents will be primarily posted at the campus of IASST, Guwahati but may require extensive travelling as per necessity.

**Age Limit:** The maximum age limit of the positions shall be as follows-

- Manager (Science & Technology): 35 years for candidates with Masters in Science/ Technology/ Engineering or Graduate in Engineering (BE/ B.Tech) **and** 40 years for Ph.D Candidate
- Office Assistant: 30 years

The age is to be calculated as on the last date of submission of application. Age limits are relaxable for reserved categories as per GoI norms.

**Duration of employment:**
Above posts are purely contractual. The initial contract period shall be for 6 months. Based on performance, to be evaluated by a committee, the employment can be further extended depending on the extension of the BioNEST Project or as per the recommendation of the evaluation committee. The employment can be terminated without assigning any reason. The appointment for the positions is coterminous with the duration of the project and subject to receipt of fund from the funding agency. IASST is not bound to recruit/engage any of the person employed under the project after its termination. Also, the contractual person employed in IASST cannot claim for continuation of the service after the completion of the Project.

**How to Apply:**
Before applying, the candidates must thoroughly read this advertisement, along with its annexures. Online application submission format is available in the institute's website (www.iasst.gov.in).
**Last date of submission of the application is 16.01.2025.** Scanned copies of all the relevant and required documents and testimonials must be uploaded during online submission of applications.

**Other terms and conditions:**

1. The candidates in employment must submit No Objection Certificate from the employer with the application.
2. The candidates are also to submit the name, address and contact details of two referees.
3. No TA/DA will be provided for appearing in the interview.
4. The applicant should report by 9.30am. The candidate should bring all necessary documents in support of their age, qualifications, experiences, etc. in origin along with the fill up application form at the time of interview.
5. The age limit, qualifications, experience and other requirements may be relaxed at the discretion of the Selection Committee, in case of deserving candidates.

**Date, mode/venue of Interview:** Shall be notified by email to the shortlisted candidates.

**Contact Information:**

The Registrar, INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under DST, Govt. of India)
Vigyan Path, Paschim Boragaon, Garchuk, Guwahati-781035 Email: registrar@iasst.gov.in
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## Annexure – I

## Job Descriptions of the Advertised Positions

### 1. JOB DESCRIPTION FOR MANAGER (Science & Technology)

**1.1 Role:** Manager (Science & Technology) shall be in operational role and shall take care of the operational requirements of the Bio-science based activities of the incubation center. Knowledge of Multiple domains of technology shall be preferable.

**1.2 Functions:**

Working under the Manager (Incubation & Outreach), the Manager (Science & Technology) shall primarily perform the following functions -

- Technical assessment of Incubation proposal in fields of Bio-sciences.
- Technical advisory for the incubatees, and analysis of test reports.
- Developing technical capabilities of Incubation center in the field of Bio-sciences.
- Identifying needs and arranging technical outsourcing for incubatees.
- Updating and advising the incubator manager and the incubatees about ongoing developments regarding policies and schemes for R&D and entrepreneurship related with Bio-Sciences.
- Technical Validation and Certification of the innovations related with bio-sciences.
- Keeping the records of equipment, warranties & AMCs, and taking steps for their updating.
- Helping incubatees in running all equipment & also operating high end equipment on behalf of incubatees.
- Assisting the Manager (Incubation & Outreach) in all round activities.

- Identifying the requirements of consumables and accessories and initiating the procurement process.
- Helping the Manager (Incubation & Outreach) and the incubatees, on the bio-science related aspects of proposals for funding.
- Ability to help the Manager (Incubation & Outreach) in conduction of online activities shall be of additional value.

**1.3** Manage any other assignments as bestowed upon by the PI of the project from time to time.

**1.4** The Incubation center aims to also serve the incubatees having full time parallel occupation in this time bound project. Hence, candidate must be ready to work in evening shifts or on week-ends, also, as per requirement.

## 2. JOB DESCRIPTION FOR OFFICE ASSISTANT

**2.1 Role:** Office Assistant shall be in a supportive role to the Manager (Incubation & Outreach) and the Manager (Science & Technology) and shall report to the PI of the Project.

**2.2 Functions**

Working as per the directives of the PI of the Project, the Office Assistant shall perform works such as - routine upkeep of the incubation center for record keeping, clerical activities, information gathering, helping in events, helping in regular communications of the incubation center, supporting virtual incubatees, running virtual office etc. and to take care of all administrative and accounts related works.

APPLY NOW

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