



**Veterinary Incubation Foundation (VIF) @ TANUVAS**  
**(A Section 8 company of TANUVAS)**

No.0990 /VIF/DCAHS/2022

Applications are invited for the following temporary posts under BIRAC - BioNEST Project which is being implemented at Veterinary Incubation Foundation @TANUVAS, a Section 8 company established at TANUVAS for the period up to 16.02.2023 or co-terminus with project.

**BIRAC -BioNEST Scheme (Sc. No.22302)**

S.No.	Name of the Post	Salary up to	No of Posts
1.	Incubation Manager / CEO	Rs.1,00,000/-	01
2.	Manager (Operations)	Rs.40,000/-	01
3.	Business Liaison Officer	Rs.40,000/-	01
4.	Lab Assistant	Rs.20,000/-	01

**How to Apply:** Candidates should download the application from our website. [www.tanuv.ac.in](http://www.tanuv.ac.in). Eligible candidates should send their filled in applications along with the copies of self-attested documents/testimonials in a cover with superscription of “**Application for the Post of..... under BIRAC-BioNEST**” (indicate the post chosen under BIRAC - BioNEST) to the following address by Post/Courier on or before **25.03.2022**

**The Project Coordinator, VIF @ TANUVAS and  
Director, Centre for Animal Health Studies,  
TANUVAS, Madhavaram Milk Colony,  
Chennai – 600 051.**

*If a candidate is interested to apply for more than one post, separate applications should be submitted for each post.*

**Applications received after the last date will be summarily rejected**

*Date of examination and/or interview will be intimated to only the eligible and shortlisted candidates.*

## **Recruitment under BIRAC BioNEST of VIF@TANUVAS - Qualifications and Responsibilities**

### **BIRAC -BioNEST Scheme (Sc. No.22302)**

#### **I. Incubation Manager / CEO: one post (up to Rs. 1.00 lakh per month)**

##### **Essential qualifications**

- B.V.Sc. and A.H. and MBA (with minimum 2 years experience) / M.Sc. or B. Tech with MBA with minimum 3 years experience in Business models

##### **Desirable qualifications**

- Proven knowledge in
  - Animal Sciences / Veterinary Business
  - Technical and commercial understanding of animal husbandry sectors – pharma, feed additives, nutrition, poultry, vaccines, diagnostics etc.
  - Business Startups and Clusters
  - Development of Business Plan, Project proposal to Various Funding Agency
- Excellent written and verbal English communication skills. Fluency in Tamil language and other regional languages are advantageous
- Ability to run Section 8 company with current regulatory compliance requirements
- Demonstrated ability to engage incubatees with various stakeholders such as regional and global market, import and export procedures
- Spotting novel indigenous ideas that has potential for business incubation
- Knowledge on intellectual property right management and protection (patent, GI, Trademark etc.,)
- Proven ability to successfully organize program / workshop / investor meet
- Offline and online marketing tools

##### **Role and Responsibility**

Key responsibilities of the Incubation Manager / CEO will be

- Executing day-to-day operations of the BioNEST-VIF@TANUVAS
- Attracting funds through external grants for sustaining the company
- Administering the earnings and expenses and expansion of the Company under the directions of the Board of Directors
- Strategic and Operational decision making to steer the Company towards a world-class Veterinary Incubation Hub by nurturing incubatees and students
- Liaise with BioNEST for reports, financial statements, receiving further grants etc.
- Lure students in to taking up entrepreneurship activities

#### **II. Manager (Operations) - one post (up to Rs. 40,000/- p.m.)**

##### **Essential qualifications**

M.Com / M.Sc / BE with minimum three years experience in accounting / administration in research schemes / projects.

##### **Desirable qualifications**

- Proven knowledge on
  - Office administration (Bank and other financial office)
  - Sales and Cash Book Keeping
  - Stock maintenance
  - Purchase procedure as per government norms

- Certificate in finance related software such as TALLY

### **Role and Responsibility**

Key responsibilities of the Manager (Operations) will be

- To assist Incubation Manager/CEO and Board of Directors in all the financial activities of BioNEST - VIF@TANUVAS
- Maintaining all the registers, reports and records, bill books, inventory of sales, online transactions and other financial activities of BioNEST - VIF@TANUVAS
- Liaise with funding agencies for financial statements, receiving further grants etc.

### **III. Business Liaison Officer: one post (up to Rs. 40,000/- p.m.)**

#### **Essential qualifications**

M.Sc in life sciences subjects with M.B.A or B.Tech (Bio technology / Bio medical / Bio informatics / instrumentation engineering / genetic engineering / gene technology and related disciplines) with MBA from a recognized university.

#### **Desirable qualifications**

- Proven knowledge on
  - Business Models and Dealing
  - Attracting funds from external funding agencies
  - DTP, HTML and web designing
  - E-commerce
  - Inventory, audio-video editing, finance, venture capital etc.

### **Role and Responsibility**

Key responsibilities of the Business Liaison Officer will be

- To assist Incubation Manager/CEO and Board of Directors in all the activities of BioNEST-VIF@TANUVAS
- Attracting funds through external grants, Alumnus Seed Money, venture capitals and other sources for sustaining the company
- Nurturing incubatees especially students
- Establishing Business Clusters

### **IV. Laboratory Assistant - one post (up to Rs. 20,000/- p.m.)**

#### **Essential qualifications**

B.Sc./ B.Tech. in life sciences / Biologicals Science courses from any reputed University

#### **Desirable qualifications**

- Proven knowledge on
  - Molecular Biology Techniques such as PCR, Gel Electrophoresis etc.,
  - Handling of Major / Minor equipments
  - Computer applications such as Excel and Power point
  - Ability to write correspondence and reports

### **Role and Responsibility**

- Receive, collect, as well as process samples
- Maintain equipment in proper working order and maintain a clean work area
- Maintenance of Log book and sample receipt
- Coordinate with service engineers for periodical checking of AMC/CAMC of the equipments
- Prepare and supervise experiments as and when incubatee requests
- To assist in all activities of VIF @ TANUVAS
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## APPLICATION FORM

<b>POST APPLIED FOR</b> (Tick appropriate Post)	Incubation Manager / CEO	
	Manager (Operations)	
	Business Liaison Officer	
	Laboratory Assistant	
1.	Name	
2.	Date of Birth	
3.	Gender	
4.	Age	
5.	Nationality	
6.	Father's Name	
7.	Communication address	
8.	Mobile Number	
9.	Email ID	
10. <b>Educational qualification with marks OGPA /Class /Grade</b>		
	Bachelor's Degree & Subject	
	Master's Degree & Subject	
	MBA Degree & Specialization	
	Additional Qualifications (if any)	
11.	<b>Experience: (Work / Teaching / Research)</b> Mention No. of years in Institution / company where served.	
12.	<b>Desirable qualifications</b> (Documentary proof to be attached):	

13. **Training / seminar / Conference / Workshop attended / presented papers**

		<b>Attended</b>	<b>Oral Presentation</b>	<b>Poster Presentation</b>
	<b>National</b>			
	<b>International</b>			

14. **Research papers published**

	National	
	International	

15.	Awards /medals	
16.	Present employment status	
17.	Any other	

**Date**

**Signature of the applicant**

**Encl:**

Copies of Degree Certificates (UG/PG/MBA)  
Experience, Testimonials if any