

## Detailed Notification in Website

### SCTIMST-TIMED

#### Technology Business Incubator for Medical Devices and Biomaterials

5th Floor, M S Valiathan Medical Devices Engineering Block

Biomedical Technology Wing Campus

Sree Chitra Tirunal Institute for Medical Sciences and Technology, Poojapura, Trivandrum

Tel: 0471-2520306/308

[www.timed.org.in](http://www.timed.org.in)

### Requires team for TECHNOLOGY TRANSFER OFFICE PROJECT funded by BIRAC

Applications are invited for the following positions in the **TECHNOLOGY TRANSFER OFFICE (TTO)** project funded by BIRAC on contract basis. The project aims at strengthening Technology Transfer, IPR & Commercialisation activities in the various universities and institutions in the region, conduct training and capacity building programs, and strengthen TTO cluster. It is a three year project funded entirely by NBM/BIRAC and is now completing its first year. Project is initially funded for one year and subsequent release of funds will be based on performance of the TTO.

For all positions, attributes such as pleasing personality with good communication skills, good writing and documentation skills, ability to work in team, multi-tasking and proficiency to use IT Tools with ease are expected. **Team members of TTO must possess high level of integrity as the role involves handling confidential information of several researchers and organisations.**

#### 1. PROGRAM MANAGER-TTO

Must be an experienced professional with rich exposure to Academia-Industry Interactions and be able to provide a lead role in the TTO. Must have in depth understanding of Technology Transfer models, IPR management, licensing etc.as well as current and emerging technology trends. Must be capable of supervising and guiding the team and competent to achieve deliverables of the project.

Qualification: Ph.D in Life Sciences/ Biotechnology/Agriculture/Engineering/Public Health **Or** B Tech with MBA (full time) from Premier Institutes **Or** M. Tech (Biomedical / Biotechnology /Electronics /Electrical/Mechanical)

Experience: Minimum 5 years of experience in industry / academia / research organization relevant to the role (technology management / IPR management / technology transfer and licensing/ preparation of market reports and techno commercial activities

Desirable: Degree in law, Excellent communication skills, experience in program management

**2. ENGINEER/ ASSOCIATE (INFORMATION TECHNOLOGY/ COMPUTER) – 2 positions**

To coordinate design, development and execution of a web portal for TTO activities, manage the social media, creatively design and develop digital communication channels, manage the network and internet backbone, manage and support online activities, maintain the computers and IT hardware/software

Qualification: B Tech/ MCA/ MS

Experience: Minimum 2 years of demonstrated relevant experience

**3. ASSOCIATE- INTELLECTUAL PROPERTY (IP)**

To provide Intellectual Property Services such as Patent Search, Novelty Search reports, FTO reports, drafting and filing patent applications, develop training materials, content and provide training in IP management including use of IP tools and software, IP laws and rules, drafting, licensing etc

Qualification: Postgraduates in Science/Engineering/Agriculture

Experience: Minimum of 2 years in IPR management activities in industry, academia, research organisation or patent attorney firm, knowledge of IP laws and rules, Good patent drafting skills, valuation and licensing of IP

Desirable: Patent agent exam / Training in IPR / Degree in law, PhD in Science/Engineering

**4. ASSOCIATE – INNOVATION MANAGEMENT/ PARTNERSHIP**

To identify and support innovation, build partnerships between academia and industry, and carry out business promotion and marketing activities of TTO, develop leads, identify opportunities for revenue generation, structure collaboration with other organisations

Qualification: Science or Engineering Graduates, with full time MBA from reputed Institutes/ M Tech/ PhD

Experience: Minimum 2 years of relevant experience in innovation management, business development activities, market research in startups, incubators, universities or tech companies

**5. ASSOCIATE – TECHNOLOGY LICENSING**

To develop and implement models of licensing of know-how, IP and execution of licence agreements and licensing deals

Qualification: Science or Engineering Graduates, with IPR or law degree

Experience: Minimum 2 years of relevant experience in technology transfer or licensing activities

## **6. ASSOCIATE- DIGITAL MARKETING/PROMOTION/COMMUNICATION**

To implement and manage digital initiatives for marketing, promotion or communication to reach out o a wider audience of beneficiaries and target audience, to effectively use digital medium to create impact for the programs, to create digital repository of documents and training materials etc

Qualification: Degree with relevant skills

Experience: Minimum 1 years of relevant experience in the above activities in reputed organisations, start-ups, incubators etc

Depending upon the profile and work experience of the candidate, full time or part time basis may be considered.

## **7. ASSOCIATE -LEGAL**

To provide legal vetting and draft legally compliant agreements such as MOAs, licence agreements, confidentiality agreements, shareholders agreements, investment agreements etc. Must be proficient in patent laws, company law, legal issues pertaining to startups, fund raising etc

Qualification: Degree in Law (LLB) full time

Experience: Minimum 2 years of relevant experience

Desirable: Company Secretaryship

Depending upon the profile and work experience of the candidate, full time or part time basis may be considered.

## **8. EXECUTIVE ASSISTANTs (CREATIVE DESIGNING/ DIGITAL CONTENT DEVELOPMENT/ SOCIAL MEDIA COMMUNICATION/ LOGISTICS/ ACCOUNTS/GENERAL)**

To provide support in creative designing, digital content development, social media communication, documentation, logistics, coordination, purchase, accounts, activities etc

Qualification: Degree in commerce/arts/science with knowledge and skill in the specific activities above

Experience: Minimum 1 year experience in a reputed organisation in the relevant areas above

**General Information:**

- For all positions, qualifications & experience may be relaxed in the case of exceptional candidates. Positions may not be filled if suitable candidates are not found. Part time positions may be considered where feasible
- All positions are temporary and purely on contract basis.
- For all positions, a consolidated salary based on qualification and experience will be offered.
- The appointment is made by SCTIMST-TIMED which is a not-for-profit registered society.
- SCTIMST-TIMED provides a conducive work environment for learning and professional growth

Those who believe that they fit the requirement may apply attaching an **UPDATED CV** with **RECENT photo** and a note outlining why they feel they are suitable for this job and how they can contribute to the position applied for.

Please send your applications to reach before **25<sup>th</sup> Feb 2022** by email to: **timed.office@gmail.com** marking the NAME OF POST APPLIED FOR in the subject line of email

Only shortlisted applications will be intimated about the next stage of selection process.

07 Feb 2022

Chief Executive Officer

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