

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

Requires professionals on its team for two projects

PROJECT TEAM for TTO (BIRAC project)

Applications are invited for the following positions in the **TECHNOLOGY TRANSFER OFFICE (TTO)** project funded by BIRAC. 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. 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 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 (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 (IT/CS) or MCA

Experience: Minimum 2 years of demonstrated relevant experience

3. INTELLECTUAL PROPERTY (IP) MANAGER

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. BUSINESS DEVELOPMENT MANAGER

To 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 3 years of relevant experience in business development activities, market research in startups, incubators, universities or tech companies

5. MANAGER-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 3 years of relevant experience

Desirable: Company Secretaryship

6. MANAGER-ACCOUNTS

To independently manage the accounts and finances. Must be well versed with book keeping, accounting standards, Income Tax, GST laws etc. Must be proficient in the use accounting software such as TALLY.

Qualification: B. Com/ M. Com/ Pass Inter ICWAI/Inter CA etc

Experience: Minimum 5 years of relevant experience in a reputed organisation

7. EXECUTIVES / EXECUTIVE ASSISTANTS

To provide support in documentation, logistics, coordination, purchase, accounts, etc

Qualification: First class degree in commerce/arts/science with good knowledge of MS Office

Experience: Minimum 3 years experience in a reputed organisation in handling documentation /office work, purchase, accounts etc

TECHNICAL COORDINATOR for FAB LAB facility (DST NIDHI PRAYAS project)

A **TECHNICAL COORDINATOR** is required to manage the operations, training and maintenance of the FAB LAB FACILITY (DST Prayas Shala). The Fab lab has 3D printers, laser cutting machine, Mechanical and Electronics designing software, PCB Milling machine, Pick and Place machine and various other electronics instruments for design, fabrication and prototyping.

The Technical coordinator is expected to be able to independently operate the fab lab equipment and take care of its maintenance. Technical coordinator must also train the entrepreneurs/innovators and assist in their prototyping activities whenever required.

Qualification & Experience: Diploma/ B.Tech in Computer/ Biomedical/ Electronics/ Electrical/Mechanical Engineering with one year relevant experience in fablab/ prototyping work

Desirable: Certificate course in fablab/ 3D printing etc

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.
- 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 **15th May 2021** 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.

28 April 2021

Chief Executive Officer
