

Powers and Duties of Officers

Supervisory Technical Positions

(a) Principal Director (Technical)

- Should possess demonstrated capability of Administrative Skills & industry interface
- Should have leadership experience in customer liasioning, Business Development and Technology scouting.
- Quality control and follow market and technology trends to assure technical excellence
- Sound team building judgmental and problem solving skills.

(b) Sr. Principal Scientist

- Expertise in Polymeric Material / Product Development viz., Composites / Nano-composites, Biopolymers, Microfluidics, Plastics Product Design, CAD/CAM/CAE is required.
- Demonstrated track record of extramural funded research projects, international publications, patents, books shall be preferred.
- Leadership skills in planning and executing R&D projects while securing the IP with various Research Institutions / Industries driving towards Lab/ bench scale to commercialization & collaborative research assignment with Institute / Industry.

(c) Professor

- Teaching experience in relevant filed in a University / College and / or experience in research at University / National Level Institute / Industries.
- Contribution to educational innovation, design of new curriculum and courses and technology mediated teaching process.
- Actively engaged in Research with evidence of published work experience in guiding as Books / Research Policy Papers.
- Capable of guiding Project work / dissertation of PG / Research students and supervising R&D Projects.

(a) Director (Technical)

- Should possess demonstrated capability of Administrative Skills & industry interface
- Should have leadership experience in customer liaisoning, Business Development and Technology scouting.
- Quality control and follow market and technology trends to assure technical excellence
- Sound team building judgmental and problem solving skills.

(b) Principal Scientist

- Expertise in Polymeric Material / Product Development viz., Composites / Nanocomposites, Biopolymers, Microfluidics, Plastics Product Design, CAD/CAM/CAE is required.
- Demonstrated track record of extramural funded research projects, international publications, patents, books shall be preferred.
- Leadership skills in planning and executing R&D projects while securing the IP with various Research Institutions / Industries driving towards Lab/ bench scale to commercialization.

(c) Associate Professor

- Teaching experience in relevant field in a University / College and / or experience in research at University / National Level Institute / Industries.
- Contribution to educational innovation, design of new curriculum and courses and technology mediated teaching process.
- Actively engaged in Research with evidence of published as Books / Research Policy Papers and guiding students.
- Capable of guiding Project work / dissertation of PG / Research students and supervising R&D Projects.

(a) Manager (Technical)

- Strong technical aptitude in the relevant area and excellent verbal / written communication skills and exceptional interpersonal skills.
- Demonstrated capability of shop floor management, Business development with significant knowledge of industry trends and developments to improve service to clients.
- Leadership skills to motivate internal team members and managing effective client interaction and expectations.
- Knowledge of quality management as per ISO/IEC 17025: 2005, ISO 9001, Uncertainty Measurement, 6 Sigma or other relevant QMS preferred.

(b) Sr. Scientist

- Expertise in Polymeric Material / Product Development viz., Composites / Nano-composites, Biopolymers, Microfluidics, Plastics Product Design, CAD/CAM/CAE is required.
- Demonstrated track record of extramural funded research projects, international publications, patents, books shall be preferred.
- Leadership skills in planning and executing R&D projects while securing the IP with various Research Institutions / Industries driving towards Lab/ bench scale to commercialization.
- Ability to plan, lead, collaborate and execute sponsored R&D projects from various funding agencies / Research Institutions.

(c) Assistant Professor Gr.I

- Teaching experience in relevant field in a University / College and / or experience in research at University / National Level Institute / Industries.
- Papers published in International or referred journals or presented in conference.
- Capable of guiding Project work / dissertation of PG / Research students and supervising R&D Projects.

(a) Sr. Technical Officer.

- Strong technical aptitude in the relevant area and excellent verbal / written communication skills and exceptional interpersonal skills.
- Demonstrated capability of shop floor management, Business development with significant knowledge of industry trends and developments to improve service to clients.
- Leadership skills to motivate internal team members and managing effective client interaction and expectations.
- Knowledge of quality management as per ISO/IEC 17025: 2005, ISO 9001, Uncertainty Measurement, 6 Sigma or other relevant QMS preferred.

(b) Scientist

- Expertise in Polymeric Material / Product Development viz., Composites / Nanocomposites, Biopolymers, Microfluidics, Plastics Product Design, CAD/CAM/CAE is required.
- Demonstrated track record of extramural funded research projects, international publications, patents, books shall be preferred.
- Leadership skills in planning and executing R&D projects while securing the IP with various Research Institutions / Industries driving towards Lab/ bench scale to commercialization.
- Ability to plan, lead, collaborate and execute sponsored R&D projects from various funding agencies / Research Institutions.

(c) Assistant Professor Gr. II

- Teaching experience in relevant field in a University / College and / or experience in research at University / National Level Institute / Industries.
- Papers published in International or referred journals or presented in conference.
- Capable of guiding Project work / dissertation of PG / Research students and supervising R&D Projects.

(a) Technical Officer / Asst. Tech. Officer.

- Strong technical aptitude in the relevant area and excellent verbal / written communication skills and exceptional interpersonal skills.
- Capable of shop floor management, Business development with significant knowledge of industry trends and developments to improve service to clients.
- Knowledge of quality management as per ISO/IEC 17025: 2005, ISO 9001, Uncertainty Measurement, 6 Sigma or other relevant QMS preferred.

(b) Jr. Scientist

- Expertise in Polymeric Material / Product Development viz., Composites / Nano-composites, Biopolymers, Micro fluidics, Plastics Product Design, CAD/CAM/CAE is required.
- Demonstrated track record of international publications, patents, books shall be preferred.
- Ability to plan, lead, collaborate and execute sponsored R&D projects from various funding agencies / Research Institutions.

(c) Assistant Professor Gr. III

- Teaching experience in relevant field in a University / College and / or experience in research at University / National Level Institute / Industries.
- Papers published in International or referred journals or presented in conference.
- Capable of guiding Project work / dissertation of PG / Research students and supervising R&D Projects.

Supervisory Non-Technical Positions

Chief Manager / Director (Finance & Accounts)

Strong & In-depth knowledge/skills on:

- Govt. Financial Rules (GFR), Supplementary Rules and other Rules
- Accounting knowledge as per commercial accounting principles / practices including Finalization of accounts
- Financial planning & budgeting
- Tax Laws – Income Tax, GST, Filing of IT Returns and other employee related laws / statues viz., PF, NPS including Gratuity Rules & Insurance.
- Costing methods & techniques for products / services
- Investment, Maintenance of Funds and portfolio management
- Analysis of income & expenditure statement, sundry debtors and financial prudence
- Purchase of capital items, e-tender, two-bid system and financial terms & conditions in purchase contract, etc.
- MIS through ERP and other systems
- Organizing / Conducting Internal Audit, Statutory Audit, Tax Audit, etc., and analysis of audit reports and remedial action.
- Computerized accounting and co-ordination of unit/department, activity-wise accounting operation

Other General Skills:

- Strong oral and written communication skills
- Capable of coordinating multi-activities and providing solution to complex and intricate problems
- Effective time and resource management skills.
- Capable of achieving the goals and targets independently and through teamwork
- Possessing flexibility / adaptability in the face of changing priorities under given circumstances, innovative thinking and stress tolerance.
- Effective planning & organizational skills
- Employee management
- Exceptional HR relations with State and Central Govt. officials, etc.

Chief Manager / Director (Personnel & Administration)

Strong & In-depth knowledge/skills on:

- Manpower planning, recruitment and fulfilling Govt. of India norms on reservations & concessions in appointments / rosters.
- Identifying the appropriate work areas for outsourcing and management of contract labour in the areas of security, housekeeping, etc.
- Framing of user-friendly work policies & practices
- Employee Discipline/Legal matters and effective knowledge in drafting Legal matters and RTI replies and Vigilance Administration
- Performance Management (APAR/ACR) and Motivation of work force by promoting an atmosphere of trust.
- Management of statutory welfare measures such as provident fund, civil pension scheme, new pension, gratuity, etc.
- Expertise in Govt. of India CCS (CCA) Rules, GFR, Supplementary rules, etc.
- Purchase of capital items, e-tender, two-bid system and financial terms & conditions in purchase contract, etc.
- Maintaining an effective Management Information System / documentation on all the above subject matters

Other General Skills:

- Strong oral and written communication skills
- Capable of coordinating multi-activities and providing solution to complex and intricate problems
- Effective time and resource management skills.
- Capable of achieving the goals and targets independently and through teamwork
- Possessing flexibility / adaptability in the face of changing priorities under given circumstances, innovative thinking and stress tolerance.
- Sufficient knowledge in the Central / State / Local Govt. laws, rules & regulations.
- Effective planning & organizational skills
- Adequate skills in the use of computers, software, systems information retrieval & search management.

Manager / Sr. Officer / Officer / Asst. Officer – Finance & Accounts:

- Should possess sound skills in Government Financial Rules (GFR), Budgeting & Cost Accounting practices, implementing electronic and modern methods of book keeping.
- Finalization of financial budgets and accounts including internal/statutory audit
- Skill on Funds Management and arranging finance for purchases
- Exposure to FERA guidelines and Computerized Accounting including Tally / MIS / ERP

Manager / Sr. Officer / Officer / Asst. Officer – Personnel & Administration:

- Should have sound skills in manpower planning and recruitment for optimum utilization of manpower resources besides fulfilling Govt. of India norms on reservations & concessions in appointments / rosters.
- Should have sound skills in wage & salary administration, maintenance of service records, loans & advances and effectively handling employee welfare schemes.
- Should have sound skill in management of contract labour, execution of contract agreements, estate management and general administration.
- Should possess sound skill levels in handling Employee Disciplinary/Legal matters, Performance Management, Motivation of workforce by promoting an atmosphere of trust and Maintaining an effective Management Information System / documentation on all the above subject matters
- Expertise in GFR / purchase of capital items for central & Government organization.
- Effective maintenance of service records, leave records and personal file