

Karnataka Innovation and Technology Society
Dept. of Electronics, IT, Bt and S&T, Government of Karnataka
BMTC Bldgs., Block 'B', 4th Floor, K.H. Road, Shanthinagar, Bengaluru – 560027.

Call for applications for the post of Consultant and Data Entry Operator

Applications are invited from eligible candidates for engagement purely on temporary basis as Consultant and Data Entry Operator under DBT - Skill Vigyan Programme sanctioned by the Department of Biotechnology, Government of India on contractual basis. The terms and conditions and other details are follows:

Consultant – DBT Skill Vigyan Programme:

Retired Eminent Scientist / Professor from the field of Biotechnology or Life Sciences with consolidated remuneration of Rs.75,000/- per month or candidate having at least 60% marks in M.Sc. and Ph.D in Biotechnology/Life Sciences from recognized University with consolidated remuneration of Rs. 60,000/- per month. This engagement shall be initially for a period of three years and/or co-terminus with the project.

He/She will develop the training course module and coordinate all activities under Skill Vigyan Training Program in consultation with the Nodal Officer, DBT - Karnataka Skill Vigyan Programme. He/She will visit the partnering institutes and submit report to the Karnataka Innovation and Technology Society, about the progress of the said training programme functioning within Biotechnology Facilitation Cell of Karnataka Innovation and Technology Society, Dept. of Electronics, IT, Bt and S&T, Government of Karnataka.

Link to apply online: <https://forms.gle/mU2HgZRfiQ2dBqEQ9>

Date Entry Operator-DBT Skill Vigyan Programme

Candidate having passed with at least 60% marks in PUC/12th Standard from recognized institute. Should have computer knowledge with good typing Skills both in Kannada and English. Work experience of 1-2 years is desirable. This engagement shall be initially for a period of three years and/or co-terminus with the project. The consolidated remuneration will be Rs.15,000/-per month.

Link to apply online: <https://forms.gle/yZ7kYgxSsKSDtvPc7>

Candidate can also submit their updated Biodata along with copies of documents viz. educational qualification, experience, etc. addressed to The General Manager (Biotechnology) and Nodal Officer, DBT Skill Vigyan Programme, Karnataka Innovation and Technology Society, Dept. of Electronics, IT, Bt and S&T, Government of Karnataka, BMTC Bldgs., Block 'B', 4th Floor, K.H. Road, Shanthinagar, Bengaluru – 560027 by Post/courier.

The Authority reserves all rights to postpone or cancel the advertisement and the process of selection and engagement without assigning any reasons thereof.

**The last date for receipt of application both online or offline is 24th September
2021**

Terms of Reference (TOR) for engagement of Consultant and Data Entry Operator in DBT Skill Vigyan Programme of Karnataka Innovation and Technology Society, Dept. of Electronics, IT, BT and S&T, Government of Karnataka.

- 1) Name of the Post; Consultant
- 2) Number of Post: 1 (one)
- 3) Pay: Rs. 75,000/- per month (consolidated) for retired Eminent Scientist/Professor or Rs.60,000/- per month (consolidated) for the Indian Citizen having at least 60% of marks in M.Sc. and Ph.D in Biotechnology/ Life Science
- 4) Age Limit: Candidate must be within 60-62 (retired Eminent Scientist / Professor) or 45 (M.Sc. and Ph.D in Biotechnology/Life Science) years of age as on the last date of application Date of birth entered in the High School Certificate or equivalent issued by the Board/Council concern will be treated authentic
(The date for determining the age limit shall be the closing date for receipt of applications from the candidates)
- 5) Tenure of the post: For a period of three years or till the incumbent attains the age of 65 years, whichever is earlier or co-terminus with the project.
- 6) Essential Qualification
 - i) Educational Qualification Retired Professor/Scientist having master's degree from a recognized University in Biotechnology / Life Sciences or allied subjects. An Indian citizen having at least 60% marks in M.Sc. and Ph.D in Biotechnology/Life Sciences or allied subjects
 - ii) Desirable Experience 2 -3 years' experience working in biotech industry in case of PhD. Candidates.
- 7) Expected deliverables:
 - i) The consultant will coordinate all the activities under Skill Vigyan Training Program with consultation with the Senior Consultant and/or General Manager (Biotechnology), KITS.
 - ii) Coordinate with different partner institutes based on Skill Vigyan programme guidelines and develop Course modules & guidelines in line with LSSSDC requirements.
 - iii) Coordinate selection and admission of students in DBT Skill Vigyan Program in partnering institutes through Combined Common Entrance for the said program at National level conducted by KITS, GoK.
 - iv) Organise Training to Trainers program in coordination with LSSSDC for the DBT Skill Vigyan Program coordinators and faculty.
 - v) Coordinate the activities related to Skill certification and placement with potential identified industries/agencies for certified candidates.
 - vi) He/She will visit the partnering Institutes as and when required and submit detailed appraisal report to KITS about the progress of the said training programme.
 - vii) Assist the Senior Consultant/General Manager (Biotechnology) in the fund allocation and annual strategy in terms of Skill Vigyan development.
 - viii) Create a framework for Skill Vigyan portfolio management and tracker to monitor the programme in consultation with Senior Consultant/General Manager (Biotechnology).

- ix) Prepare a detailed review of the completed projects in consultation with Senior Consultant/General Manager (Biotechnology) under Skill Vigyan programme and ensure that the objective of the programmes have been realized by the Partner Institutes as per the agreed terms and conditions.
- x) Any other work related to DBT Skill Vigyan Program assigned from time to time.

Name of the Post;

Data Entry Operator

- 1) Number of Post: 1 (one)
- 2) Pay: Rs. 15,000/- per month (consolidated)
- 3) Age Limit: Candidate must be within 35 years of age as on the last date of application Date of birth entered in the High School Certificate or equivalent issued by the Board/Council concern will be treated authentic (The date for determining the age limit shall be the closing date for receipt of applications from the candidates).
- 4) Tenure of the post: For a period of three years or co-terminus with the project.
- 5) Essential Qualification
- iii) Educational Qualification Min. 50% marks in PUC/12th Standard from recognized institute. Should have sound knowledge of computer with good typing Skills both in Kannada and English.
- iv) Desirable Experience 1 - 2 years' experience working in a reputed organization.
- 6) Expected Deliverables:
The Data Entry Operator will prepare all correspondences, data entry, coordinate with partner institutes under the guidance of Senior Consultant/Consultant and General Manager (Biotechnology). She/He will maintain all registers and provide data sets required for preparation of reports to Government of Karnataka and Department of Biotechnology, Government of India. Provide secretarial assistance to Consultant/Senior Consultant/General Manager (Biotechnology). Any other work related to DBT Skill Vigyan Program assigned from time to time.

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