



Assam Biotechnology Council
Technology Incubation Centre, Amingaon, Guwahati-781031

Website: <https://assambiotechcouncil.com/>

Email: careersgbp2008@gmail.com

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**TERMS OF REFERENCE(TOR) FOR ENGAGEMENT OF FINANCE AND
ADMINISTRATION CONSULTANT (ONE) AT ASSAM BIOTECHNOLOGY
COUNCIL**

A. BACKGROUND

1. The Assam Biotechnology Council (ABTC) is a registered Society under Science Technology and Climate Change Department, Government of Assam that aims to promote and support biotechnology research, innovation and industry development in Assam through the Biotechnology Policy for the State of Assam (2022-2027).
2. The Chief Executive Officer of Assam Biotechnology Council intends to engage a **full-time** Finance & Administration Consultant to oversee the financial management, policy implementation and outreach activities related to the biotechnology policy and related schemes.

B. OBJECTIVES OF THE ASSIGNMENT

The primary objective of the **Finance & Administration Consultant** is to provide expertise and support in managing the financial operations, administration and policy outreach initiatives of the Assam Biotechnology Council. The Consultant will ensure the efficient and compliant disbursement of financial resources, facilitate policy sensitization and coordinate with various stakeholders to ensure the success of the Council's initiatives.

C. SCOPE OF WORK:

The Consultant will be responsible for the following activities:

I. Financial Management & Disbursement:

- Oversee budgeting, allocation and disbursement of financial incentives under the biotechnology policy.
- Ensure timely and accurate financial management and record-keeping, ensuring compliance with applicable government rules, regulations and guidelines.
- Maintain financial records and prepare regular reports, including audit reports, as per the statutory requirements.
- Coordinate with the relevant departments and agencies for internal and external audits.
- Monitor and evaluate the utilization of funds and resources allocated to different initiatives under the policy.
- Ensure the efficient and transparent disbursement of incentives, grants and funds as per approved budgets.

II. Policy Sensitization & Outreach:

- Plan, design and implement outreach programs to raise awareness about the Biotechnology Policy among key stakeholders, including industry representatives, academic institutions, researchers and government agencies.
- Organize workshops, seminars and meetings to sensitize stakeholders about the policy's provisions and incentives.
- Build and maintain relationships with stakeholders, including industry leaders, researcher's government officials and policy advocates, to promote the effective implementation of the policy.

III. Coordination & Monitoring:

- Act as the single point of contact for all financial and policy-related activities under the Biotechnology Policy.
- Regularly monitor and evaluate the impact and effectiveness of the policy outreach and financial disbursements.
- Prepare periodic progress reports and detailed analyses for submission to senior management and higher authorities.
- Coordinate with various departments, agencies and stakeholders for the smooth implementation of the policy's objectives.
- Provide strategic recommendations for improving the financial and operational aspects of the policy implementation.

IV. Administration Work:

- Manage day-to-day administrative tasks to ensure smooth functioning of the Assam Biotechnology Council.
- Maintain and organize records, files and documents related to the policy and financial activities.
- Procurement process of goods and services required by the Council.

J. QUALIFICATION, EXPERIENCE AND AGE

Education Qualification: Master's degree in Finance, Business Administration, Public Policy or any related field, with a minimum of **55%** aggregate marks.

Work Experience:

- Minimum 5 years of professional experience in financial management, policy implementation or administration, particularly in a government or public-sector establishment
- Experience in managing government incentive schemes, fund disbursements and compliance with government policies and guidelines.
- Prior experience in stakeholder coordination, public outreach and policy implementation would be advantageous.

Age: Age of the candidate should not be more than 45 years as on 31st March 2025.

K. DURATION OF ENGAGEMENT, NOTICE PERIOD ETC

1. The duration of engagement of the Finance and Administration Consultant shall be initially for a period of 11 months on a full time basis. Continuation of the contract beyond the initial 11 months will be contingent upon the consultant's performance and the ongoing requirements of the position at the Assam Biotechnology Council. The decision of the Chief Executive Officer, ABTC shall be final and binding in this regard.
2. The engagement may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason.

L. REMUNERATION AND LEAVE

1. The remuneration is fixed at Rs. 50000/- (Rupees Fifty Thousand only) per month. Taxes as applicable shall be dealt with as per applicable laws.
2. No other payment whatsoever shall be paid.
3. The consultant will be entitled to **12 days of Casual Leave (CL)** during the contract period

M. REPORTING AND PERFORMANCE REVIEW

1. The Finance and Administration Consultant will report to the Chief Executive Officer, ABTC on a day to day basis. Annual performance will be reviewed by the Reporting Officer.

N. OTHER TERMS AND CONDITIONS

1. Assam Biotechnology Council shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:
 - a) Withdraw the advertised post at any time without assigning any reason.

- b) Fill up the post or leave it vacant and its decision in this regard shall be final.
 - c) Canvassing in any form will be treated as disqualified
 - d) Modify/cancel/withdraw any communication made to the candidate, even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process.
 - e) Disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate.
2. Persons who may have been selected/appointed based on wrong information provided by him/her may be terminated at any stage.
 3. Persons who are currently employed must submit a “No Objection Certificate” from their current employer, if shortlisted for the Interview.
 4. No TA/DA will be paid to the candidates for appearing in the interview/test.
 5. Incomplete application or application received after last date will be summarily rejected. Mere fulfillment of eligibility criteria will not confer any right to be called for interview/test.
 6. Candidates may apply in the prescribed format through email to careersgbp2008@gmail.com or in hard copy addressed to the “Chief Executive Officer, Assam Biotechnology Council, Technology Incubation Centre, Amingaon, Guwahati-781031 within 15 days from the publication of this advertisement.

Sd/-

(Chief Executive Officer)
Assam Biotechnology Council