



## NATIONAL RESEARCH DEVELOPMENT CORPORATION

[An Enterprise under Department of Scientific and Industrial Research]

20-22 Zamroodpur Community Centre, Kailash Colony Extn. New Delhi-110048

### Engagement of:-

- **Startup Associate**
- **IPR Associates**
- **Incubation Associate**
- **Assistant Editor**
- **Assistant Manager (PR&CC)**

NRDC, an enterprise of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India is engaged in the development, promotion and transfer of technologies emanating from various national R & D institutions/universities. The Corporation offers IPR and Technology Transfer services in wide areas like: Chemical, Agro & Food processing, Life Sciences, Mechanical, Electrical & Electronics and it acts as an effective catalyst translating innovative research into marketable industrial products. NRDC has the largest repository of Indian technologies and licensed about 2500 technologies to more than 5000 entrepreneurs/startups/institutes/corporate.

The Corporation also undertakes Consultancy Projects for Start-up mentoring and manages Incubation Centres on Pan India basis. Hence, there is a need of appropriately qualified and experienced personnel for IPR, Startup and Incubation activities, publishing of magazines/journals for public relations and Corporation Communications.

Only those desirous persons who meet the necessary educational and experience requirements to work in the IPR, Startup, Incubation division, Publication Department and Public Relations/Corporate Communications Divisions of NRDC may apply.

The engagement is purely on temporary and contract basis and the details are as follows:

S.No.	Post and No. of Post	Essential Qualifications and age limit	Essential and Desirable Experience	Job Description	Remuneration
1.	<b>IPR Associate (Two) - One at NRDC HQs at New Delhi and</b>	Bachelor's Degree in Technology/ Master's Degree in Science from a recognized University and	At least one year relevant experience. Due weightage to be given for experience of more than one year in the field of IPR specifically in the area of	✓ Conducting prior-searches, patentability searches in different domains of Science & Technology	Remuneration (consolidated) ₹.35000 onwards depending

	<p><b>One at Outreach Centre. Pune</b></p>	<p>Qualified Patent Agent.</p> <p>Candidates having Diploma or Degree in Intellectual Property from a recognized and reputed institute will be preferred</p> <p><b>Max. age limit: 35 years of age</b></p>	<p>patent filing, prosecution and/or IP management.</p> <ul style="list-style-type: none"> <li>• Experience in conducting prior art searches</li> <li>• Understanding of IPR laws of India and other jurisdictions</li> <li>• Experience of working with the patent office and attorneys</li> <li>• Experience in dealing with the innovation and entrepreneurship ecosystem.</li> <li>• Experience of R&amp;D planning and project management</li> <li>• Technology Commercialisation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Co-ordinating with inventors/ attorneys for drafting, filing and prosecution of IP applications</li> <li>✓ IP docket management</li> <li>✓ Organizing capacity building programmes</li> <li>✓ Providing opinions/ advice in IP related matters</li> <li>✓ Preparing corporate presentations/ proposals for participating in IP related activities</li> <li>✓ Any other activity assigned by NRDC Management.</li> </ul>	<p>upon the basis of qualifications and years of experience</p>
3.	<p><b>Incubation Associate (Two) at NRDC HQs at New Delhi</b></p>	<p>Bachelor's Degree in Technology/ Master's Degree in Science or Technology from a recognized University</p> <p><b>Desirable:</b> Master's Degree in Tech/Engg. Post graduate diploma in Management and allied domains from a recognized University</p> <p><b>Max. Age Limit: 35 years</b></p>	<p>At least one year relevant experience. Due weightage to be given for experience of more than one year with entrepreneurs, start-ups, incubators or providing incubation consultancy</p> <ul style="list-style-type: none"> <li>• Hands-on experience in equity management, fundraising, company valuation, early stage technology assets management</li> <li>• Experience in dealing with the innovation and entrepreneurship ecosystem.</li> <li>• Demonstrated ability to cultivate, build and maintain strong working relationships with entrepreneurs, mentors, industry experts, industry associations and angel investors</li> <li>• Excellent written and communication skills</li> <li>• Technology commercialisation.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Create policies for running the Incubation centre</li> <li>✓ Evaluate start-up applicants for incubation</li> <li>✓ Outreach and business development activities to attract and onboard deserving entrepreneurs and start-ups.</li> <li>✓ Enable entrepreneurs to access relevant resources and connections across the entire life cycle in the incubator including ideation, innovation, acceleration, investment and scale- up stages</li> <li>✓ Conduct workshops/ knowledge sessions/ events for start-ups, entrepreneurs etc.</li> <li>✓ Portfolio management of</li> </ul>	<p>Remuneration (consolidated) ₹.35000 onwards depending upon the basis of qualifications and years of experience</p>

				<p>incubates</p> <ul style="list-style-type: none"> <li>✓ Preparing and drafting documents for participating in various schemes of the Government</li> <li>✓ Any other activity assigned by NRDC Management.</li> </ul>	
4	<p><b>Assistant Editor (One) at NRDC HQs at New Delhi</b></p>	<p><b>Essential Qualifications:</b></p> <p>Master degree in Journalism &amp; Mass Communication Or Master degree in any subject with 60% marks along with Post Graduate Diploma in Journalism or Mass Communication and have good command over English and Hindi Language.</p> <p>Candidates having Bachelor's Degree in Science/ Technology from a recognized University will be preferred.</p> <p><b>Max. Age Limit : 35 years</b></p>	<ul style="list-style-type: none"> <li>• Minimum 3 year experience in sub-editing (English) and Publication Field.</li> <li>• Knowledge of typography (Hindi and English both) and typing also.</li> <li>• Working Knowledge of Layout and Design (InDesign/ CorelDraw/ Illustrator/ MS-Office Software).</li> <li>• Knowledge of production and printing process.</li> </ul>	<ul style="list-style-type: none"> <li>✓ To assist HoD- Publications in Sub-editing/Copy editing of manuscripts (English); Working Knowledge of Layout and Design (InDesign/ CorelDraw/Illustrator/ MS-Office Software).</li> <li>✓ Maintaining double-bind peer review process; Screening of articles, write-ups, and other material which is related to publication of magazines as per the set parameters of the publications Division.</li> <li>✓ Any other work assigned by the editor/NRDC management.</li> </ul>	<p>Remuneration (consolidated) ₹.35,000 onwards depending upon the basis of qualifications and years of experience</p>
5	<p><b>Asstt. Manager (Public Relations and Corporate Communica</b></p>	<p>(a) Bachelor degree in English, Communications, Public Relations, Journalism, or related field.</p>	<ul style="list-style-type: none"> <li>• Preferably having one year of experience in public relations, corporate communications including supervisory and comprehensive</li> </ul>	<ul style="list-style-type: none"> <li>✓ Developing effective corporate communication strategies to enhance corporate brand image</li> <li>✓ Managing internal</li> </ul>	<p>Remuneration (consolidated) ₹.30,000 onwards depending upon the basis of</p>

	<p>tion) (one) at NRDC HQs at New Delhi</p>	<p><b>Max. Age Limit :</b> <b>35 years</b></p>	<p>marketing experience.</p> <ul style="list-style-type: none"> <li>• The skills and experience required for the position will be as follows:</li> <li>• Excellent verbal and written communication skills and presentation skills</li> <li>• Experience in web design and content production is a plus with attention to detail</li> <li>• Experience in creating content, writing, copywriting and editing for corporate and external publications, media releases, brochures, etc.</li> <li>• Working knowledge of MS Office; photo and video-editing software.</li> <li>• Proficient command of English, working knowledge in Hindi</li> </ul>	<p>communications (memos, newsletters, etc.)</p> <ul style="list-style-type: none"> <li>✓ Drafting content including press releases for mass media, company website, portals, industry magazines, media bytes for social media, advertisements, etc.</li> <li>✓ Oversee communications and branding in various online platforms such as LinkedIn, Twitter, Facebook, YouTube, Instagram, etc.</li> <li>✓ Act as corporate spokesperson and responds to members of the media in a timely manner; composes and distributes press releases as needed.</li> <li>✓ Liaise with media and handle requests for interviews, statements, etc.</li> <li>✓ Foster relationships with all NRDC stakeholders, collaborating agencies, partners, etc.</li> <li>✓ Collaborate with technical officers to produce copy for advertisements or articles</li> <li>✓ Assist in communication of strategies, messages, presentations, speeches, etc. for executive and senior leadership</li> <li>✓ Provide consistent and timely information to</li> </ul>	<p>qualifications and years of experience</p>
--	---	--	--	--	---

				<p>employees through various communications programs.</p> <p>✓ Perform other related duties as assigned from time to time by NRDC Management.</p>	
--	--	--	--	---	--

**Note :**

- The engagement will be purely temporary on contract basis and will be co-terminus with the project tenure.
- The Corporation reserves the right to renew or extend further engagement at its discretion on the basis of performance and requirement.
- The person engaged on contractual basis shall have to execute a Secrecy Agreement with the Corporation.
- The incumbent engaged on contract will not have any claim, implicit or explicit, for consideration against any regular post in the Corporation.
- Contract may be terminated at any time by giving one-month notice by either side.

**General information for all the candidates including Terms & Conditions :-**

- Age relaxation/concessions etc. to SC/ST/OBC/EWS/PWD/XSM and widowed/divorced women etc. as per Govt. of India Guidelines. Necessary certificate must be enclosed with the application form for claiming relaxation/concession.
- All reserved category candidates shall submit attested copies of the latest Caste Certificate issued by the Competent Authority in prescribed format.
- Candidates employed in Government and Semi-Government Organizations, Defence Forces, Public Sector Undertakings, must apply through proper channel without which their candidature will not be considered. The applicant shall ensure that the application must reach before the closing date.
- The short-listed candidates will be required to bring Original Certificates/ Testimonials and a self-certified photocopy of each of them at the time of interview to be submitted with NRDC.
- The Corporation reserves the right to amend/alter/change/modify the number of posts or any or all of the conditions if necessary or cancel the advertisement without assigning any reasons thereof.
- Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone No. in the application form for easy contact.
- The invitation to candidates for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
- The Corporation reserves the right to screen and call only such candidates as are found Prima Facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
- No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
- The candidate is responsible for the correctness of the information provided in the application.
- If it is found at a later date that any information given in the application is incorrect false, the candidature/appointment is liable to be cancelled/terminated
- **No TA /DA is payable for attending the interview.**
- The selected candidates have to join the duty within one month of receipt of the offer letter alongwith medical fitness certificate from the hospital recognized by NRDC for the purpose.
- Though the initial posting will be at New Delhi/Pune but he/she may be transferred/posted anywhere within or outside the country as the posts are transferrable.

**How to Apply:-**

Interested candidates must send application in the prescribed format enclosed at **Annexure-I** directly on email at [jobs@nrdc.in](mailto:jobs@nrdc.in) and must also forward a printout of the application by post alongwith application fee of Rs.100/- by way of DD in favour of NRDC payable at NRDC (No fee for SC/ST/PwD/ESM) on or before 17:30 Hrs, 16-06-2023 at the following address:

The Manager (P&A)  
NRDC, 20-22, Zamroodpur Community Centre,  
Kailash Colony Extension,  
NEW DELHI-110048.

## Annexure-I

### NATIONAL RESEARCH DEVELOPMENT CORPORATION

20-22, Zamroodpur Community Centre,  
Kailash Colony Extension,  
NEW DELHI-110048.

#### **Brief Bio-Data**

(To be filled and submitted along with the application)

Please attach  
passport size  
photograph

**Post Applied for:** \_\_\_\_\_  
**Discipline** : \_\_\_\_\_

1 Name (in Block Letters) :

2 (a) Communication Address :  
(In Block Letters)

(b) Permanent Address :  
(In Block Letters)

i) Phone No.

ii) Mobile No.

iii) Email ID

3. Father's name :

4. Date of Birth :  
(As per Matriculation Certificate)

5 Gender Male/Female :

6 Marital status Married / Single :

7. Religion :

8 Whether Reservation Category Belongs to : SC/ST/OBC/EWS/XSM/PH/GENERAL

#### **9. Educational Qualifications :**

Examinations passed (Enclose Marks Cards / Certificates)	Percentage of Marks	Year of passing	Examining Body/University	Remarks
Secondary (10 <sup>th</sup> ) or its equivalent				
Sr. Secondary (12 <sup>th</sup> ) or its equivalent				
Bachelor's Degree				
Master's Degree				
Others viz. M.Phil Ph.D etc.				
Diploma/P.G. Diploma 1. 2. 3.				

4.				
5.				

**10. Professional Qualifications/Trainings, if any :**

Qualifications	Grade/ Percentage of Marks	Year of passing	Examining Body/University	Remarks

**11. Experience:**

(Starting from current position in descending order)

Name of Organization	Designation/ Post	Period From To	Salary Drawn	Brief detail of assignments

12. Research Experience/Industry/  
Professional experience:  
International/National

13. No. of Publications, if any

14. No. of Seminars/ Conferences  
attended & brief details thereof

15. Award and Prizes (if any)

16. Extra curricular activities

17. Name of two references:-

1.Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

2.Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

*Signature of the candidate*

Place:

Date: