

Application Form & Terms of Engagement for the Post of Chief Executive Officer (CEO), Kolkata Biotech Park, West Bengal Society for Biotechnology

Application Form

1. **Name of the Applicant** :
(in BLOCK LETTERS)
2. **Names of Parents** :
3. **Nationality** :
4. **Language(s) known** :
5. **Date of Birth** :
6. **Age** (as on 01.07.2026) :
7. **Permanent address** :
8. **Address for communication** :
9. **Contact no. (mobile)** :
10. **Email address** :
11. **Present affiliation** (if any) :
 - a) **Organisation** :
 - b) **Position** :
 - c) **Key role** :
12. **Essential qualifications** :
 - a) **Educational:** (*self- attested copy of certificates, final mark sheets to be attached*)

Degree	Year of Passing	Subject(s)	Board/ University	Marks obtained (%)
Awards (if any):				
Notable skill(s) (if any):				
Computer, networking & IT skills:				
Software operational skill(s):				
Top 10 publications (if any) (attach separate sheet)				

b) Experience (Academic/Industrial): (self- attested copy of supporting documents to be attached)

Organisation	Position	Duration	Key role played
Special achievement (if any):			

13. Desirable: (please attach a separate sheet, if required)

- a) Patent** (if any):
- b) Technology developed:**
- c) Technology transferred/commercialized:**
- d) Entrepreneurial exposure / experience:**
- e) Executive experience of running any business incubation facility:**
- f) Industry – Academia joint programme / interface organised:**
- g) Industrial project implemented:**
- h) Skill(s) developed/upgraded during professional experiences:**
- i) Extra-curricular activities:**

14. Any other information (if felt necessary):

Declaration: I, (full name) son/ daughter of of (address) hereby declare that,

- i. I have no Conflict of Interest that would impair my ability as CEO to represent the interests of the DSTBT and to fulfil the corresponding responsibilities.
- ii. I have no criminal/civil case pending against me in any court of law for appropriate legal forum.
- iii. I hereby attach self-attested copies of all testimonials related to the information submitted above.

(Signature)

Date:

Place:

Terms of Engagement

The Department of Science and Technology and Biotechnology (DSTBT, GoWB) is operating an incubation facility named **Kolkata Biotech Park (KBP) at Sector V, Salt Lake, Kolkata**. The main objectives of this Biotech Park are to promote and nurture the biotech entrepreneurs, by providing physical incubation and consultative business support facilities to them, and to promote research and development in the potential and functional biotechnology sectors for the State.

This Kolkata Biotech Park (KBP) has a thrust on emerging and potential Biotech areas such as

- Agriculture, Agriculture applications, Biotechnology (including micro-propagation and bio-fertilizers and bio-pesticides) Genetics and Healthcare Biotechnology (including medicines and healthcare devices), Medicinal Plants, Organics, Probiotics and Herbal Extract Preparation and any other allied and emerging subject area.

To implement the objectives, there is a need of a Chief Executive Officer (CEO) who will monitor the entire Operation and Management of the facilities in the KBP.

A. JOB DESCRIPTION AND ELIGIBILITY CRITERIA:

JOB PROFILE:

1. The CEO shall be responsible for leading the development and execution of activities related to Promotion, Expansion and Sustenance of the Biotech Park including its day-to-day management and upkeep, and implementation of the long-term and short-term plans of the KBP based on decisions made by the Department (DSTBT).
2. Coordination with different line Departments of Government, Academic and Research Institutes, Dept. of Biotechnology (DBT), Govt. of India, and the Biotech Parks in other States. Interaction with Industries and other public sector bodies as and when required.

ELIGIBILITY CRITERIA:

- **AGE: Not more than 50 years as on 01.07.2026.**

ESSENTIAL QUALIFICATION:

- i. Having a bright academic career with Master's Degree in Science or Engineering from a recognised University with MBA from a recognised institution OR a Ph.D. degree in Science or Engineering, from a recognized University with having any diploma in management from a recognized institute.
- ii. Work experience not less than ten (10) years in a lead position in a Business Incubator/ National laboratory/University/Industry or a similar organization in the Life Science sector, handling different projects, administration or managerial jobs under any Govt. PSU/ Autonomous Institute/ Academic or Research Institute/ University or a similar organization.

DESIRABLE QUALIFICATION:

- i. Experience of working in a similar capacity in any Govt./ private organisation of repute or PSU under Central or State Govt. related to business incubation, technology development and transfer and entrepreneurship in the field of life science at national / international level, liaising with industries and government sector.
- ii. International experience in academic and industrial research, project management and leadership roles in reputed universities, research institutes, and industry collaborations.

B. EMOLUMENTS AND POSTING:

The post carries a **fixed monthly remuneration of Rs. 1,25,000/- (consolidated)** or as decided by the Govt. of West Bengal from time to time.

The posting will be **FULL TIME** in the Kolkata Biotech Park, for a **maximum tenure of Three (3) years**. However the job requires travelling within or outside the State with permission of the authority.

C. TERMS AND CONDITION:

The appointment will be for a period of three (3) years, subject to review of performance annually before renewal for further continuation.

General rules/ instructions:

- i. The applicant must be a citizen of India.
- ii. DSTBT reserves the right for relaxation of the upper age limit or the essential qualifications in respect of an applicant of exceptional merit/class or category.
- iii. DSTBT reserves the right to revise/ reschedule/ cancel/ suspend the recruitment process if the inevitable need so arises.
- iv. An applicant shall declare that he/ she neither has nor appears to have, a conflict of interest that would impair his/ her ability as CEO to represent the interests of DSTBT and to fulfil appropriate responsibilities.
- v. Declaration that the applicant has no criminal case pending in any court of law at the time of application /nomination.
- vi. The applicant should provide the educational qualification, employment history, skills etc. in the prescribed application form.
- vii. Application must be submitted, addressed to the Secretary, Department of Science & Technology and Biotechnology, Government of West Bengal.
- viii. Incomplete applications would be summarily rejected and no communications or appeals regarding the same would be entertained.