

AIIMS PATNA – BFI INCUBATION CENTRE

Ref No: 1/AIIMSPBFI/2026-27

Dated: 01st June 2026

This Medtech Incubation Centre is committee to catalyze the medical and healthcare innovators for the medical fraternity, innovators and startups along with academia and industry interaction through the strengthening of India start-up ecosystem and transforming it into a major hub for health care innovation. We are looking forward to establishing a state of art incubation centre which will be an asset to our country infrastructure.

Sn.	Name of the Posts	No s of Post	Consolidated Emoluments	Essential Qualifications and Experience	Max. age limit	Job descriptions and Responsibilities	Place of Work
1	Head (Incubation Centre)	1 (One)	Rs. 1,20,000.00/- p.m.	<p>Essential Qualification/s: Ph.D. in Life Sciences /MBBS/First class in BTech/ M.Sc degree in Life Sciences/ Electrical/ Electronics/ Mechanical/ Computer science/ Biomedical/IT or equivalent.</p> <p>Experience/s: Four years' experience with PhD, or 6years with MBBS/MTech, or 12 years' experience with MSc/BTech degree, having demonstrated hands-on expertise in different technology platforms.</p> <p>The experience in a scientific organization of repute in the area of R&D, bio-incubator or research management only shall be counted.</p> <p>Desirable: At least 5-7 years of experience in business management, or management of the intellectual property, or project management. 1st class in MBA or Equivalent (MBBS/MS/graduation in engineering or equivalent); minimum 10 years of work experience.</p>	52 years	<ul style="list-style-type: none"> • Lead end-to-end incubation operations, including program design, execution, and monitoring. • Manage startup lifecycle: scouting, selection, onboarding, mentoring, funding, and exit. • Oversee financial management, including budget utilization, UC/SoE • preparation, PFMS compliance, and audits • Develop and maintain SOPs, operational frameworks, and reporting systems. • Build and manage stakeholder ecosystem: mentors, clinicians, industry partners, investors, and regulatory bodies. • Support startups in IPR, regulatory pathways (CDSCO), clinical validation (IEC), and commercialization strategies. • Ensure optimal utilization of infrastructure and resources, including APIIC and partner facilities. • Other work related to Incubation and Innovation Ecosystem of HI. 	AIIMS Patna – BFI Incubation Centre

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2	Coordinator	1 <i>(One)</i>	Rs. 90,000/- p.m.	<p>Essential Qualification/s: Ph.D./First class in Postgraduate in Life Sciences /MBBS/BDS/Business Administration/Technology or equivalent.</p> <p>Desirable: Three years’ experience with PhD, or 5 years with MBBS/MTech, 8 years’ experience with MSc/BTech degree, having demonstrated hands-on expertise in different technology platforms. The experience in a scientific organization of repute in the area of R&D, bio-incubator or research management only shall be counted. Priority will be given to prior experience in Incubation Centres for at least 2 – 3 years</p>	45 Years	<ul style="list-style-type: none"> • Execute incubation programs, calls for proposals, and cohort management. • Maintain startup documentation, progress tracking, and reporting. • Coordinate IEC submissions, regulatory documentation, and compliance tracking. • Manage vendor coordination, procurement documentation (as per GFR), and inventory tracking. • Support event organization, workshops, and stakeholder meetings. • Maintain communication with startups, mentors, and internal teams. • Ensure data management, and audit readiness. • Assist in website, outreach, and branding activities (ensuring accuracy and compliance) • Share responsibilities in organization of various training courses conducted by the incubation centre. • Coordinate with PI, Adviser and Head and others to ensure smooth operations of the incubator. • All other responsibility for Incubation Centres of HI.
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TERMS AND CONDITIONS

- *Appointed candidate will be assigned to work and look after day-to-day activities including incubates work progress, organizing meetings, and scientific interactions/supports at AIIMS Patna BFI Incubation Centre.*

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- Candidates should send their application mentioning the post applied for through email with an updated bio-data according to the specific requirements mentioned in the advertisement. The copies of all the testimonials in support of the qualifications & experience should be sent through email subject to verification at later stage.
- The age limit, qualifications, experience and other requirements can be relaxed at the discretion of the Controlling Authority, in case of candidate otherwise well qualified for a specific position.
- Duration of the appointment – 1 year. The post is extendable if the project receives an extension.
- The appointment will be initially for a period of three months which may be extended based on a satisfactory performance evaluation. The position is presently under project mode and will be co- terminus with the project.
- The experience requirement specified shall be the experience acquired after obtaining the minimum educational qualifications required for the post.
- Persons working in Govt. or Public Sector Undertaking and willing to work on deputation should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
- Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview.

Only the candidates short listed by a duly constituted Screening Committee will be called for interview. The decision of the Committee in this regard will be final. No interim inquiries in this regard will be entertained. Canvassing in any form will be a disqualification.

Sd. /-
Prof. (Dr.) Sudeep Kumar
Principal Investigator
(AIIMS Patna – BFI Incubation Centre)

***NOTE:** Candidate must submit their application form (Hard copy by post/by hand) along with a detailed CV, related documents and experience details at O/o Research Division, Administrative Building, AIIMS Patna, Bihar – 801507 & also E-Mail the duly filled application form with all relevant documents to aiimspbfi@aiimspatna.org, and CC to apic@aiimspatna.org within 21 days from the date of publications of advertisement in the prescribed format attached herewith.