

**Advt. No. 02/2017**

**Recruitment of Registrar**

Regional Centre for Biotechnology (RCB) is an institution of national importance created through an Act of the Indian parliament for imparting education, training and research. Applications are invited from suitably qualified, dynamic, result-oriented and dedicated candidates for the post of Registrar in the pre-revised pay scale of Rs. 37400-67000+GP Rs. 8700 (one post). For eligibility criteria and other details please visit our website [www.rcb.res.in](http://www.rcb.res.in) or [www.rcb.ac.in](http://www.rcb.ac.in) or refer to the Employment News, New Delhi. Last date for receipt of application is **28.07.2017**.

**Sr. Manager(A&F)**



## REGIONAL CENTRE FOR BIOTECHNOLOGY

An institution of education, training and research  
(established by the Department of Biotechnology, Govt. Of  
India under the auspices of UNESCO)

NCR Biotech Science Cluster, 3rd Milestone,  
Faridabad–Gurgaon Expressway, Faridabad-121001, Haryana

Advt. No. 02/2017

Dated 22.06.2017

### **RECRUITMENT FOR REGISTRAR**

Regional Centre for Biotechnology (RCB) is an institution of national importance, established by the Department of Biotechnology, Govt. of India under the auspices of UNESCO, through an Act of the Indian parliament. The primary focus of RCB is to provide world class education, training and conduct innovative research at the interface of multiple disciplines to make discoveries, develop technologies and create high quality human resource in biotechnology. The Centre invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the following post on direct recruitment (DR) basis failing which on deputation or contract basis. The contract tenure shall be up to 5 years or till attaining the age of superannuation, whichever is earlier.

Sl. No.	Name of the post, Pay Scale + Grade Pay (GP)	Qualifications and Experience	Job Description	No. of posts and age limit for DR
1.	Registrar, pre-revised pay scale of Rs. 37400-67000 + GP Rs. 8700	<p><b><u>For Direct Recruitment :</u></b></p> <p>A post-graduate degree in any discipline.</p> <p>Minimum 15 years' experience in academic administration in a university or an educational institutional imparting tertiary education.</p> <p>At least 5 years' regular service in a position carrying GP of Rs. 7600, or 8 years' service in a position carrying GP of 6600.</p> <p>The candidate must have strong oral and written communication skills.</p> <p>Must have knowledge of modern digital methods of academic management.</p> <p><b><u>For Deputation :</u></b></p> <p>Officers from the Central / State Governments / Universities / R&amp;D institutions, or PSU: holding analogous post, or with at least 5 years' service in posts with GP of Rs. 7600 or its equivalent possessing educational qualification and experience as above.</p>	<p>Registrar will oversee the administration of the academic activities of Pre-Doctoral and Doctoral students, Post-Doctoral Fellows and Young Investigators of RCB; including but not limited to the management of admissions, examinations, fellowships, fees, graduation, travel, accommodation, and grievance redressal etc.</p> <p>Registrar shall be the custodian of the academic records and such other property of RCB as the Executive Director shall commit to his charge and oversee preparation of public documents of RCB such as the Annual Report etc.</p> <p>Registrar will convene meeting of the Board of Studies and of all committees for academic matters as appointed by the Executive Director of RCB; and maintain records of all the meetings of the Board of Studies, and of any committees for Academic matters appointed by the Executive Director of RCB</p>	One post, 50 years



			Registrar will represent RCB in suits or proceedings relating to the academic functions by or against the Regional Centre Registrar will perform such other duties as may be specified in the Ordinances, or the Regulations, or as may be required from time to time by the Executive Director.	
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Interested candidates should submit their applications duly completed, to the Sr. Manager, Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3rd Milestone, Faridabad–Gurgaon Expressway, Faridabad-121001, Haryana in the prescribed format which can be downloaded from the website, along with attested copies of certificates of academic, professional & technical qualifications, present position and past experience, caste certificate, if any, photograph and a demand draft of Rs. 500/- (SC/ST/PH candidates are exempted from payment of fees) drawn on State Bank of India payable at Faridabad in favour of the Executive Director, Regional Centre for Biotechnology, **latest by 28.07.2017.**

### **TERMS AND CONDITIONS**

1. The age limit, qualifications, experience and other requirements are relaxable at the discretion of the Controlling Authority, in case of candidates otherwise well qualified.
2. There will be a probation period of one year which may be extended at the discretion of the Competent Authority.
3. The pay and allowances etc. are presently admissible as per the recommendations of 6<sup>th</sup> Pay Commission of the Govt. Other benefits include NPS, Medical reimbursement, LTC, etc. as per rules of the Centre in vogue and amended from time to time.
4. The experience requirement specified shall be the experience acquired after obtaining the minimum educational qualifications required for the post.
5. All educational, professional and technical qualifications should be from a recognized Board / University.
6. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce the 'No-Objection Certificate' at the time of interview.
7. Outstation SC/ST candidates called for interview will be paid to & fro second class railway fare, as per GOI rules on production of the proof of the same. Candidates applying for deputation / permanent absorption may invariably get their application forwarded through proper channel.
8. The officers selected for appointment on deputation may either retain their grade pay in the scale applicable to them plus deputation allowance and other allowances as admissible in their parent cadre, or draw their pay in the appropriate grade indicated against the post. The period and terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time
9. Canvassing in any form will be a disqualification.
10. 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. In case a large number of applications are received for the post, the Screening Committee may limit the number of candidates to those possessing higher qualification or alternatively may arrange written screening tests for short-listing the candidates. The decision of the Centre in this regard will be final. No interim inquiries in this regard will be entertained.

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United Nations  
Educational, Scientific and  
Cultural Organization

# REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education, training and research

Established by the Dept. of Biotechnology, Govt. of India

Under the Auspices of UNESCO

NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurgaon Expressway, Faridabad - 121 001, India

## APPLICATION FORMAT

1. Name of the post applied for :
2. Full Name (in block letters) :
3. Father's / Husband's Name :
4. Date of Birth and Age as on **28.07.2017** :
5. Category (Gen /SC /ST /OBC /PH) :
6. Permanent Address :
7. Correspondence Address :
8. E-mail /Telephone / Mobile / Fax No. (s), if any :
9. Details of Academic, Professional & Technical Qualifications :  
(Separate sheets may be enclosed as Annexure for details)
10. Details of Past Experience & Present Employment :  
(Separate sheet may be enclosed as Annexure for details)
11. Present Pay scale :
12. Present Basic pay :
13. Total Emoluments drawn per month :
14. Names and complete addresses along with e-Mail fax and telephone Nos. of three referees who can comment on the candidates suitability and temperament :
  - (i) :
  - (ii) :
  - (iii) :

## **DECLARATION**

I.....hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

(only for Candidates serving in Government / PSUs / Autonomous institutions)

I..... hereby declare that I have informed my parent organisation regarding my application and the copy of this application will be forwarded by my parent organisation in due course of time and/or I will produce a NOC from my parent office, if my candidature is considered for being called for interview.

Place:  
Date :

Signature of the Candidate