

क्षेत्रीय जैवप्रौद्योगिकी केन्द्र
राष्ट्रीय महत्ता की संस्था, जैवप्रौद्योगिकी विभाग,
भारत सरकार द्वारा यूनेस्को के तत्वावधान में स्थापित
Regional Centre for Biotechnology
An institution of National Importance,
Established by the Department of Biotechnology
Government of India, Under the auspices of UNESCO



Advertisement No. RCB/01/2021/Recruitment/HR

RECRUITMENT FOR ACADEMIC, TECHNICAL & MANAGEMENT POSITIONS

Regional Centre for Biotechnology invites applications for the following posts from the suitably qualified, dynamic, result-oriented and dedicated candidates who possess relevant qualification and experience:

S. No.	Name of the post	Pay Level	No. of post(s)	Mode of Recruitment
1.	Professor	14A	03-UR	Direct Recruitment
2.	Associate Professor	13A2	02-UR	Direct Recruitment
3.	Assistant Professor	12	03-UR 01-OBC	Direct Recruitment
4.	Business Development Manager	14	01-UR	Direct Recruitment/Deputation /Short-Term-Contract
5.	Controller of Administration	13A	01-UR	Direct Recruitment/Deputation/Short-Term-Contract
6.	Registrar	13	01	Deputation/Short-Term-Contract
7.	Finance Officer	13	01-UR	Direct Recruitment/Deputation/Short-Term-Contract
8.	Senior Technical Officer	10	02-UR	Deputation/Short-Term-Contract/ Direct Recruitment
9.	Technical Officer	7	01	Deputation/Short-Term-Contract
10.	Assistant Engineer	7	01-UR	Direct Recruitment
11.	Management Assistant	6	01-OBC	Direct Recruitment

For more details on qualification, experience, age and related information, visit website www.rcb.res.in. Last date for online receipt of application is **01.02.2021**.

Registrar

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01 January 2021

Advertisement No. RCB/01/2021/Recruitment/HR

RECRUITMENT FOR TECHNICAL & ADMINISTRATIVE POSITIONS

Regional Centre for Biotechnology (RCB), is an Institution of national importance established by the Department of Biotechnology, Govt. of India, with regional and global partnerships synergizing with the programmes of UNESCO. The primary focus of RCB is to provide world-class education, training and conduct innovative research at the interface of multiple disciplines to create high quality human resource in disciplinary and interdisciplinary areas of biotechnology in a globally competitive research milieu.

The Centre invites online applications from suitably qualified, dynamic, result-oriented and dedicated Indian candidates for the following posts:

S. No.	Name of the Post, Pay Level & Mode of Recruitment	Qualifications & Experience	Job Description	No. of post(s) & age limit
1	<p>Business Development Manager</p> <p>Pay Level – 14 (Rs. 144200 to Rs. 218200)</p> <p>Direct Recruitment/ Deputation/Short-Term-Contract</p>	<p><u>Direct Recruitment:</u></p> <p>a) A post-graduate Degree in Life Sciences, Degree in Medicine or Degree in Engineering with a Post-Graduate Diploma or Degree in Business Management and 15 years of relevant experience;</p> <p>or</p> <p>PhD Degree in Life Sciences, Medicine or Engineering with a Post-Graduate Diploma or Degree in Business Management and 10 years of relevant experience.</p> <p><u>Experience:</u></p> <p>a) Extensive experience in scientific business development and ability to lead legal, tax, accounting, financing and cross-functional teams, strong leadership and negotiation skills.</p> <p>b) Excellent communication skills with strong ability to build and communicate business rationale.</p> <p>c) Ability and desire to work in biotech sector with small teams, fast pace, and fast changing environment.</p> <p><u>Deputation/Short-Term Contract:</u></p> <p>Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post, or with at least 3 years' service in posts with Pay Level 13A or 5 years' service in posts with Pay Level 13 or its equivalent possessing educational qualification and experience as</p>	<p>a) Maintain the various technology platforms in operational readiness and train technicians and students for their effective use</p> <p>b) Provide feedback and technical support on technology platforms</p> <p>c) Organize training programs on technology platforms</p> <p>d) Develop a growth strategy for business operations and customer satisfaction</p> <p>e) Identify new markets and customer needs</p> <p>f) Build long-term relationships with new and existing customers</p> <p>g) Prepare reports and maintain records of services, revenue, invoices etc.</p> <p>h) Carry out any other work assigned by the Executive Director</p>	<p>One post (UR)</p> <p>Age Limit: (50 years for Direct Rectt. & 56 years for deputation / short-term-contract)</p>

		<p>prescribed below:</p> <p>a) A post-graduate Degree in Life Sciences, Degree in Medicine or Degree in Engineering with a Post-Graduate Diploma or Degree in Business Management and 15 years relevant experience;</p> <p>or</p> <p>PhD Degree in Life Sciences, Medicine or Engineering with a Post-Graduate Diploma or Degree in Business Management and 10 years of relevant experience.</p> <p>Experience:</p> <p>a) Extensive experience in scientific business development and ability to lead legal, tax, accounting, financing and cross-functional teams, strong leadership and negotiation skills.</p> <p>b) Excellent communication skills with strong ability to build and communicate business rationale.</p> <p>c) Ability and desire to work in biotech sector with small teams, fast pace, and fast changing environment.</p>		
2	<p>Controller of Administration</p> <p>Pay Level- 13A (Rs. 1,31,100 to Rs. 2,16,600)</p> <p>Direct Recruitment/ Deputation/Short-Term-Contract</p>	<p><u>Direct Recruitment:</u></p> <p>a) A post-graduate degree in management or its equivalent.</p> <p>b) Minimum 20 years' experience in administrative and allied positions in the Government / Autonomous bodies of the Govt./ Reputed educational institutions or research establishments/ Public sector organizations.</p> <p>c) At least 3 years' regular service in position with Pay Level 13A or 5 years' regular service in position with Pay Level 13, or 8 years' service in Pay level 12.</p> <p>d) The candidate must have strong analytical, oral and written communication, and negotiation skills.</p> <p><u>Deputation/Short-Term-Contract:</u></p> <p>Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post, or with at least 3 years' service in posts with Pay Level 13A or 5 years' service in posts with Pay Level 13 or its equivalent possessing educational qualification and experience as prescribed below:</p> <p>a) A post-graduate degree in management or its equivalent.</p> <p>b) Minimum 20 years' experience in administrative and allied positions in the Government / Autonomous bodies of the Govt./ Reputed educational institutions</p>	<p>a) Assist the Executive Director in all administrative matters relating to the Regional Centre.</p> <p>b) Act as the ex-officio Member Secretary of the Executive Committee and issue notices to convene meetings of the Executive Committee and to keep the official correspondence and minutes of all the statutory committee meetings of the Regional Centre.</p> <p>c) Oversee the overall administrative activities including establishment, finance, stores and purchase, engineering, estates and maintenance of the Regional Centre.</p> <p>d) Report to the Executive Director in the matters related to monitoring and evaluation of the administration of the Regional Centre for continuous improvement.</p> <p>e) Maintain the primary relationship for operations and maintenance of services within the National Capital Region Biotech Science Cluster partners and the funding agencies.</p>	<p>One Post (UR)</p> <p>Age limit: (50 years for Direct Rectt. & 56 years for deputation/short-term-contract)</p>

		<p>or research establishments/ Public sector organizations.</p> <p>c) The candidate must have strong analytical, oral and written communication, and negotiation skills.</p>	<p>f) Be the custodian of records, the common seal and such other property of Regional Centre as the Executive Committee shall commit to his charge.</p> <p>g) Represent the Regional Centre in suits or proceedings by or against the Regional Centre, sign powers of attorney and verify pleadings or depute his representative for the purpose.</p> <p>h) Perform such other duties as may be specified in the Ordinances, or the regulations, or as may be assigned to him from time-to-time by the Executive Director for the purposes of the Regional Centre.</p>	
3.	<p>Registrar</p> <p>Pay Level – 13 (Rs.123100-215900)</p> <p>Deputation/ Short-Term-Contract</p> <p>Deputation/Short-Term-Contract basis only for an initial period of one year or until return of the incumbent from deputation, whichever is earlier; not exceeding 5 years.</p>	<p><u>Deputation/Short-Term-Contract:</u> Officers from the Central /State Governments / Universities / R&D Institutions, or PSUs, holding analogous post, or with at least 5 years' service in posts with Pay Level-12 or its equivalent possessing educational qualification and experience as below:</p> <p>a) A post-graduate degree in any discipline.</p> <p>b) Minimum 15 years' experience in academic administration in a university or an educational institutional imparting tertiary education.</p> <p>c) The candidate must have strong oral and written communication skills</p> <p>d) Must have knowledge of modern academic management practices and use of computers.</p>	<p>a)Registrar shall be ex-officio Member-Secretary of the Board of Studies.</p> <p>b)Custodian of the academic records and such other property of the Regional Centre as the Executive Director shall commit to his charge.</p> <p>c)Issuing all notices convening meeting of the Board of Studies and of all Committees of the Regional Centre for the academic matters as appointed by Executive Director.</p> <p>d)Maintaining records of all the meetings of the Board of Studies, and of any Committees of the Regional Centre for academic matters appointed by the Executive Director.</p> <p>e)Representing the Regional Centre in suits or proceedings relating to the academic functions by or against the Regional Centre.</p> <p>f)Overseeing student activities including but not limited to admission, examinations, fellowship, fees, graduation, travel,</p>	<p>One Post:</p> <p>Age Limit: 56 years</p>

			<p>accommodation, and grievance redressal in the Regional Centre.</p> <p>g)Overseeing the administration of the academic activities of Post-Doctoral Fellows and Young Investigators at the Regional Centre.</p> <p>h)Performing 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.</p>	
4	<p>Finance Officer</p> <p>Pay level 13 (Rs.123100-215900)</p> <p>Direct Recruitment/Deputation/Short-Term-Contract</p>	<p><u>Direct Recruitment:</u></p> <p>a) A post-graduate degree in finance. b) Minimum 15 years' experience in administrative or financial management in the Government / Autonomous bodies of the Govt./ Reputed educational institutions or research establishments /Public sector organizations. c) At least 5 years' regular service in a position carrying Pay Level 12 or 8 years' service in a position carrying Pay Level 11. d) The candidate must have strong oral and written communication skills. e) Must have knowledge of modern management practices and use of computers.</p> <p><u>Deputation/Short-Term-Contract:</u> Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post, or with at least 5 years' service in posts with Pay Level 12 or its equivalent possessing educational qualification and experience as prescribed below:</p> <p>a) A post-graduate degree in finance. b) Minimum 15 years' experience in administrative or financial management in the Government / Autonomous bodies of the Govt./ Reputed educational institutions or research establishments /Public sector organizations. c) The candidate must have strong oral and written communication skills. d) Must have knowledge of modern management practices and use of computers.</p>	<p>a) The Finance Officer shall serve as the Member-Secretary of the Finance Committee. b) The Finance Officer shall exercise general supervision over the funds of the Regional Centre and shall provide advice on financial propriety of the Regional Centre. c) The Finance Officer shall hold and manage the financial property and investments of the Regional Centre including trust and endowed property. d) The Finance Officer shall ensure that the limits fixed by the Executive Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted. e) The Finance Officer shall be responsible for the preparation of annual accounts and the budget of the Regional Centre and for their presentations to the Finance Committee referred to in subsection (1) of section 19 of the RCB Act and the Executive Committee. f) The Finance Officer shall keep a constant watch on the state of the cash and bank balances and on the state of investments and watch the progress of the collection or revenue and advise on the</p>	<p>One Post (UR)</p> <p>Age Limit: (50 years for Direct Rectt. & 56 years for deputation/ short-term-contract)</p>

			<p>methods of collection employed in the Regional Centre.</p> <p>g) The Finance Officer shall ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that annual stock verification of assets is conducted in all offices, departments, centres and specialized laboratories of the Regional Centre.</p> <p>h) The Finance Officer shall perform such other financial and administrative functions as may be assigned to him by the Executive Director.</p>	
5	<p>Senior Technical Officer</p> <p>Pay Level – 10 (Rs. 56100 to Rs. 177500)</p> <p>Deputation/ Short-Term-Contract/Direct Recruitment</p>	<p><u>Direct Recruitment:</u></p> <p>a) BE/ B Tech (Electrical/ Civil/ Instrumentation / Mechanical / Information Technology) /MPharma or equivalent qualification or MCA or MSc with 5 years’ experience in the relevant field with Pay Level 7 at a government organization, or at a similar position in a reputed organization.</p> <p>b) Demonstrated experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development.</p> <p><u>Desirable:</u></p> <p>a) Knowledge of GLP.</p> <p>b) Understanding of government rules and procedures for execution of maintenance works.</p> <p><u>Deputation/Short-Term-Contract:</u></p> <p>Officers from the Central / State Governments / Universities / University level R&D institutions, or PSU: holding analogous post or with at least 5 years’ service in posts with Pay Level 7 or its equivalent, and possessing educational qualification and experience as prescribed below:</p> <p>a) BE/ B Tech (Electrical/ Civil/ Instrumentation / Mechanical / Information Technology) /MPharma or equivalent qualification or MCA or MSc.</p> <p>b) Demonstrated experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development.</p> <p><u>Desirable:</u></p>	<p>a) Validate methods and equipment and write SOPs for the various technical processes.</p> <p>b) Train staff in the use of SOPs and carry out QC checks at regular intervals.</p> <p>c) Carry out testing of samples as per the SOPs.</p> <p>d) Maintain equipment in a qualified state and provide technical services to the user scientists.</p> <p>e) Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the facility.</p> <p>f) Troubleshoot problems with instruments and methods. Help user scientists in data acquisitions.</p> <p>g) Maintain the teaching lab operations and assist the faculty in training the students.</p> <p>h) Any other work assigned by the Faculty-in-Charge/Executive Director from time to time.</p>	<p>Two Posts (UR)</p> <p>Age limit: (35 years for Direct Rectt. & 56 years for deputation/short-term-contract)</p>

		<p>a) Knowledge of GLP. b) Understanding of government rules and procedures for execution of maintenance works.</p>		
6.	<p>Technical Officer</p> <p>Pay Level – 7 (Rs. 44900 to Rs. 142400)</p> <p>Deputation/Short-Term-Contract basis only for an initial period of one year or until return of the incumbent from deputation, whichever is earlier.</p>	<p>Deputation/Short-Term-Contract: Officers from the Central / State Governments / Universities / University level R&D institutions, or PSU: holding analogous post or with at least 5 years' service in posts with Pay Level 6 or its equivalent, and possessing following educational qualification and experience: a) BE/B Tech (Electrical / Civil / Instrumentation / Mechanical /Information Technology) or M Pharm, MCA or MSc or equivalent qualification b) Experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development.</p> <p>Desirable: a) Knowledge of GLP. b) Understanding of Government rules and procedures for execution of maintenance works. c) Knowledge of technical purchase procedures of Govt. including GeM.</p>	<p>a) Assist senior authorities in writing the SOPs for the various technical processes. b) Carry out QC checks at regular intervals. c) Carry out testing of samples as per the SOPs. d) Maintain equipment in a qualified state and provide technical services to the user scientists. e) Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the facilities. f) Assist faculty for purchase of technical lab equipment. g) Perform any other duties assigned to him/her by the Executive Director from time to time.</p>	<p>One post</p> <p>Age limit: 56 years</p>
7.	<p>Assistant Engineer</p> <p>Pay Level – 7 (Rs. 44900 to Rs. 142400)</p> <p>Direct Recruitment</p>	<p>Direct Recruitment: a) BE/ B Tech Electrical/Civil/Mechanical) or equivalent qualification with 5 years' experience in the relevant field, as Engineering Assistant with Pay Level 6 at a government organization, or at a similar position in a reputed organization. b) Demonstrated experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation.</p> <p>Desirable: a) Knowledge of Computer–Aided Design (CAD) and latest Management Technology or other relevant software. b) Experience of working with high tension lines, electrical maintenance, project planning, monitoring and management. c) Understanding of government rules and procedures for execution of engineering works.</p>	<p>a) Look after the Electrical works to be executed through tendering/ quotations; b) Maintain equipments/ electrical accessories/ electrical substation/ IT/ Air conditioning/ related infrastructure in a qualified state and provide support to scientists. c) Troubleshoot problems with instruments by attending to mechanical/ electrical repairs. d) Attend to day-to-day operational issues of the scientific infrastructure in the campus. e) Perform any other duties assigned to him/her by the Executive Director from time to time.</p>	<p>One Post (UR)</p> <p>Age limit: 30 years</p>
8.	<p>Management Assistant</p> <p>Pay Level - 6 (Rs. 35400 to 112400)</p> <p>Direct</p>	<p>Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of computers for word processing and preparation of Excel sheets. b) Three years' experience in office procedures preferably in a government</p>	<p>a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases, Storekeeping.</p>	<p>One Post (OBC)</p> <p>Age limit: 30 years</p>

	Recruitment	R&D institution. c) The candidate must have strong oral and written communication skills. Desirable: Knowledge of government rules and procedures.	b) Noting & Drafting, typing and maintenance of all relevant records. c) Perform any other duties assigned to him/her by the Executive Director from time to time.	
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TERMS AND CONDITIONS

1. There will be a probation period of two years for the candidates appointed through direct recruitment which may be extended at the discretion of the Competent Authority.
2. The pay and allowances etc. are presently admissible as per the recommendations of 7th Pay Commission of the Govt. of India. Other benefits include NPS, Medical reimbursement, LTC, etc. as per rules of the Centre.
3. The experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
4. All educational, professional and technical qualifications should be from a recognized Board/ University.
5. The candidates employed in Central/State Govt./Autonomous Institution/ or Public Sector Undertaking etc. should apply through proper channel or produce 'No-Objection Certificate' at the time of selection process. The candidates who have not forwarded their application through proper channel or are not in possession of 'No Objection Certificate' at the time of selection process, shall not be permitted to appear in the selection process (written test /skill Test/interview).
6. Outstation SC/ST candidates called for selection process will be paid to & fro second class railway fare, as per GOI rules on production of the proof of the same.
7. The rules and procedure prescribed by the Govt. of India in respect of Reservation policy for the reserved categories shall be followed for the posts filled by direct recruitment.
8. Age relaxation is permissible as per Govt. of India norms for the reserve category. There would be no upper age limit in respect of the officers/staff members already working on a regular basis in the Centre.
9. Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for the selection process. Only the candidates shortlisted by a duly constituted Screening Committee will be called.
10. The candidates should submit separate application for separate post. Candidates submitting physical applications for certain category of posts are required to mention the name of the position applied for in the envelope.
- 11. Application fee cannot be refunded under any circumstances. However, refund for failed transactions may be claimed separately following the necessary procedures.**
- 12. In case of any deviation in the contents of the advertisement (if noted at a later date), the terms mentioned in the RCB Recruitment Rules will be deemed as final.**
- 13. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Court(s) at Faridabad, Haryana.**

Deputation (including Short-Term-Contract):

1. Terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.
2. The officers selected for appointment on deputation may either retain their pay level applicable to them plus deputation allowance and other allowances as admissible in their parent cadre, or draw their pay in the appropriate pay level indicated against the post as per Govt. norms.
3. Candidate appointed on deputation shall not have any claim for any promotion/absorption during the period of deputation.
4. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

How to Apply?

Interested candidates should fill their applications online with the requisite fee of Rs. 1000/- (SC/ST/PWD/Women candidates are exempted from payment of fees) **latest by 01.02.2021**. Refund of unsuccessful or duplicate transactions may be claimed upto 1 month from the last date of submission of applications, after that no request will be entertained.

Deputation (including Short-Term-Contract):

The print of successfully submitted online application of the eligible candidate, whose services can be spared immediately on selection, may be forwarded through proper channel along with the certificate from the Forwarding Authority (in proforma given at Annexure) to '**Registrar, Regional Centre for Biotechnology, NCR, Biotech Science Cluster, 2nd Milestone, Faridabad-Gurugram Expressway, Faridabad, Haryana-121001.**

Last Date:

The last date of submission of online applications (Direct/Deputation/Short-Term-Contract) is 01.02.2021.

However, the last date for receipt of physical copy of successfully submitted online application alongwith duly completed Annexure (**only for Deputation/Short-Term-Contract**) at RCB, Faridabad will be 30 days from the date of publication of advertisement in the Employment News.

Disclaimer: - Candidate canvassing/giving incorrect information/violating norms in any kind, detected at any stage, before or after the selection will be disqualified with immediate/retrospective effect, as the case may be. The decisions of the Competent Authority, RCB will be final and binding in all cases.

XXXXX

(Registrar)

Advertisement No. RCB/01/2021/Recruitment/HR

Annexure

**(Certificate to be Furnished by the Employer/Head of Office/Forwarding Authority
Not Below the Rank of Under Secretary to GoI or equivalent)**

Name of Applicant:

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested Copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him during the last 10 years.

Signature :

Name :

Designation:

Telephone No. :

E-mail ID :

Office Seal :

Date:

Place: