

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/01/2023/Recruitment/HR

RECRUITMENT FOR TECHNICAL & ADMINISTRATIVE POSITIONS

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

S. No.	Name of the post	Pay Level	No. of post(s)	Mode of Recruitment
1.	Registrar	13	01-UR	Direct Recruitment/ Deputation/ Contract
2.	Instrumentation Engineer	11	01-UR	Direct Recruitment/ Deputation/ Contract
3.	Technical Assistant	6	02-UR 01-ST 01-EWS	Direct Recruitment/Deputation
4.	Documentation Assistant	6	01-UR	Direct Recruitment/Deputation

For details, visit website www.rcb.res.in. Last date for online receipt of application is **02.12.2023**.

Controller of Administration

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1st November, 2023

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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>Registrar</p> <p>Pay Level – 13 (Rs.123100-215900)</p> <p>Direct Recruitment, failing which on deputation or contract basis for tenure of upto 5 years or till attaining the age of superannuation, whichever is earlier.</p>	<p>Direct Recruitment:</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 institution imparting tertiary education.</p> <p>c) Atleast 5 years' regular service in a position carrying GP of Rs. 7600 or 8 years' service in a position carrying GP of Rs. 6600.</p> <p>d) The candidate must have strong oral and written communication skills.</p> <p>e) Must have knowledge of modern academic management practices and use of computers.</p> <p>Deputation/Contract: 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 prescribed for direct recruitment above.</p>	<p>(1) The Registrar shall be an ex-officio Member-Secretary of the Board of Studies.</p> <p>(2) The Registrar shall be the custodian of the academic records and such other property of the Regional Centre as the Executive Director shall commit to his charge.</p> <p>(3) The Registrar shall issue 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>(4) The Registrar shall maintain 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>(5) The Registrar shall represent the Regional Centre in suits or proceedings relating to the academic functions by or against the Regional Centre.</p> <p>(6) The Registrar shall oversee student activities including but not limited to admission, examinations, fellowship, fees, graduation, travel, accommodation, and grievance redressal in the Regional Centre.</p> <p>(7) The Registrar shall oversee the administration of the academic activities of Post-Doctoral Fellows</p>	<p>One Post (UR)</p> <p>Age Limit: (50 years for Direct recruitment, 56 years for deputation/ contract)</p>

			and Young Investigators at the Regional Centre. (8) The Registrar shall 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.	
2.	<p>Instrumentation Engineer</p> <p>Pay Level – 11 (Rs. 67700 to Rs. 208700)</p> <p>Direct Recruitment, failing which on deputation or contract basis for tenure of upto 5 years or till attaining the age of superannuation, whichever is earlier.</p>	<p>Direct Recruitment:</p> <p>a) BE/BTech degree in Electrical, Electronics, Instrumentation or relevant field and consistently excellent academic record.</p> <p>b) 6 years' scientific/ industrial/ research/ICT or other relevant experience of which at least 5 years should be at the level of a Senior Scientific/ Senior Technical Officer or equivalent with sound knowledge of Scientific Instrumentation.</p> <p>Deputation/Contract: Officers from the Central /State Governments/Universities/University level R&D Institutions, or PSUs, holding analogous post, or with at least 5 years' service in posts with GP of Rs. 5400 or its equivalent possessing educational qualification and experience as prescribed for direct recruitment above.</p>	<ul style="list-style-type: none"> • Organising routine servicing schedules. • Allocating work to a team of Technical Assistants. • Checking and calibrating instruments to make sure they are accurate. • Fitting new parts. • Carrying out quality inspections. • Responding immediately to equipment breakdowns. • Fixing faults or arranging for replacements to be installed. • Keeping Faculty in-charge informed of progress. • Organising teams to make sure 24-hour cover is available. • Making scheduled checks on equipment and parts. • Finding and fixing faults and recalibrating instruments. • Oiling and cleaning machinery and parts. • Servicing/ replacing parts according to schedule of AMC/CAMC. • Responding immediately to instruments breakdowns. • Perform any other duties assigned to him/her by the Executive Director from time to time. 	<p>One post (UR)</p> <p>Age Limit: (40 years for direct recruitment, 56 years for deputation/ contract)</p>
3.	<p>Technical Assistant</p> <p>Pay Level – 6 (Rs. 35400 to Rs. 112400)</p> <p>Direct Recruitment, failing which by deputation</p>	<p>Direct Recruitment:</p> <p>a) BE /BTech/ B Pharm/ MSc, with 3 years' relevant experience in a reputed organization.</p> <p>b) Experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development, or creation and maintenance of database and websites.</p> <p>c) Proficiency in use of computers for word processing and data handling.</p> <p>Desirable: Understanding of government rules and procedures.</p> <p>Deputation/Contract: Officers from the Central /State Governments/Universities/University level R&D Institutions, or PSUs,</p>	<p>a) Assist in management of Biotechnology laboratories.</p> <p>b) Maintain and coordinate use of scientific equipment and infrastructure.</p> <p>c) Preparation of scientific reports.</p> <p>d) Maintenance of data-bases.</p> <p>e) Preparation of technology related policies, IPR and legal issues.</p> <p>f) Perform any other duties assigned to him/her by the Executive Director from time to time.</p>	<p>Four posts (UR-2) (ST-1) (EWS-1)</p> <p>Age Limit: (30 years for direct recruitment, 56 years for deputation/ contract)</p>

		holding analogous post, or with at least 3 years' service in posts with GP of Rs. 2800 or its equivalent and possessing educational qualification and experience as prescribed for direct recruitment above.		
4.	<p>Documentation Assistant</p> <p>Pay Level – 06 (Rs. 35400 to Rs. 112400)</p> <p>Direct Recruitment, failing which by deputation</p>	<p>Direct Recruitment:</p> <p>a) Graduate degree in any discipline, preferably life sciences, with 3 years 'relevant experience in a reputed organization.</p> <p>b) Experience of office administration, maintaining Library services, or creation and maintenance of database and websites.</p> <p>c) Proficiency in use of computers for word processing and data handling.</p> <p>Desirable:</p> <p>Understanding of government rules and procedures.</p> <p>Deputation/Contract:</p> <p>Officers from the Central /State Governments/Universities/University level R&D Institutions, or PSUs, holding analogous post, or with at least 3 years' service in posts with GP of Rs. 2800 or its equivalent and possessing educational qualification and experience as prescribed for direct recruitment above.</p>	<p>a) Independently develop and maintain information resources/ computerized information services including data backup and recovery.</p> <p>b) Manage electronic subscriptions, procure relevant scientific and technical information on biotech sciences, online search of databases.</p> <p>c) Maintain liaison with national and international organizations for exchange of information, data management and other routine work as may be assigned from time to time.</p> <p>d) Any other work assigned by the ED.</p>	<p>One Post (UR)</p> <p>Age Limit: (30 years for direct recruitment, 56 years for deputation/ contract</p>

The application format is available at our website www.rcb.res.in. Interested candidates should fill their applications online with the requisite fee of Rs. 1000/- **latest by 02.12.2023**. Fee exemption will be applicable to eligible candidates. 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.

TERMS AND CONDITIONS

1. The number of vacancies may vary depending upon the actual requirement and following the reservation criteria.
2. 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.
3. 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.
4. The experience requirement specified should 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. After submission of online application, 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).
7. 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.
8. 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.
9. 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.

10. 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.

11. 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 on the envelope.

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):

14. Terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.

15. 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.

16. Candidate appointed on deputation shall not have any claim for any promotion/absorption during the period of deputation.

17. 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.

18. 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 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 'The Controller of Administration, Regional Centre for Biotechnology, NCR, Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad, Haryana-121001, within 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.

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(Controller of Administration)

Advertisement No. RCB/01/2023/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: