

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. 03/2019/Recruitment**

**21.08.2019**

**RECRUITMENT FOR ADMINISTRATIVE & TECHNICAL POSITIONS**

Regional Centre for Biotechnology (RCB) is an institution of national importance established by the Department of Biotechnology, Govt. of India, under auspices 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. The Centre invites online applications from suitably qualified, dynamic, result-oriented and dedicated Indian candidates for the following posts on Direct recruitment/ deputation/ contract basis:

S. No.	Name of the post and Grade Pay	Mode of Recruitment, Qualifications and Experience	Job description	No. of post(s) and age limit
1	Administrative Officer  Pay Level - 11 (Rs. 67,700 to Rs. 2,08,700)	<b><u>DEPUTATION/CONTRACT FAILING WHICH DIRECT RECRUITMENT</u></b>  <b><u>For Direct Recruitment</u></b> a) A post-graduate degree in any discipline. b) Minimum 10 years' experience in HR, administration, science communication, purchase department in a reputed organization. c) Those in govt. service must have at least 4 years' experience in a position carrying Pay Level 10, or 8 years' experience in a position carrying Pay Level 7. d) The candidate must have strong oral and written communication skills. e) Must have knowledge of modern management practices and use of computers.  <b>Desirable:</b> Knowledge of government rules and procedures.  <b><u>For Deputation/Short Term Contract</u></b> Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post or with at least 5 years relevant experience in Pay Level 10 plus qualification as prescribed above.	Looking after Administration / Establishment / Personnel (HR)/ Academic/Purchase and execution of rules / regulations; providing administrative support for holding meetings of the Board of Governors, Executive Committee, Programme Advisory Committee and the Finance Committee, drafting of Agenda / minutes, maintaining confidential records and liaise with different departments.  Ensuring smooth and efficient functioning of assigned division as per mandate of RCB.  Perform any other duties assigned to him/her by the Executive Director from time to time.	One post (UR)  <b>Age limit:</b> 40 Years for Direct Rectt. & 56 years for deputation/ contract.  Age relaxation is permissible as per Govt. of India rule.
2	Management Assistant  Pay Level - 6 (Rs. 35,400 to 1,12,400)	<b><u>DIRECT RECRUITMENT FAILING WHICH ON DEPUTATION</u></b>  <b><u>For Direct Recruitment</u></b> 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 R&D institution. c) The candidate must have strong oral and written communication skills.  <b>Desirable:</b> Knowledge of government rules and procedures.	The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Accounting, Purchase, Storekeeping, Noting & Drafting, maintenance of all relevant records.  Perform any other duties assigned to him/her by the Executive Director from time to time.	One post (SC)  Backlog vacancy  <b>Age limit:</b> 30 years for Direct Rectt. & 56 years for deputation.  Age relaxation is

		<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 3 years' service in posts with Pay Level 5 or its equivalent, and possessing educational qualification and experience as prescribed above.</p>		permissible as per Govt. of India rule.
3	<p>Technical Assistant Pay Level – 6</p> <p>(Rs. 35400 to Rs. 1,12,400)</p>	<p><b><u>DIRECT RECRUITMENT FAILING WHICH ON DEPUTATION</u></b></p> <p><b><u>For Direct Recruitment</u></b></p> <p>a) BE /B Tech/ B Pharm/ MSc, with 3 years' relevant experience in a reputed organization. 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. c) Proficiency in use of computers for word processing and data handling.</p> <p><b>Desirable:</b> Knowledge of government rules and procedures.</p> <p><b><u>For Deputation:</u></b> Officers from the Central/ State Governments/ Universities/ University level R&amp;D institutions, or PSU: holding analogous post, or with at least 3 years' service in posts with Pay Level 5 or its equivalent, and possessing educational qualification and experience as prescribed above.</p>	<p>a) Assist in management of biotechnology laboratories/Central facilities. b) Maintain and coordinate use of scientific equipment and infrastructure. c) Preparation of scientific reports. d) Maintenance of databases. e) Preparation of technology related policies, IPR and legal issues. f) Any other work assigned by the Executive Director.</p>	<p>One Post (OBC)</p> <p>Backlog vacancy</p> <p><b>Age limit:</b> 30 years for Direct Rectt. &amp; 56 years for deputation.</p> <p>Age relaxation is permissible as per Govt. of India rule.</p>

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 16 September, 2019**. 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. There will be a probation period of two years for 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. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No-Objection Certificate' at the time of selection process/interview.
6. 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.
7. **Deputation (including Short Term Contract):** Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government/autonomous institutions shall ordinarily not exceed three years. Print of the online submitted application of the eligible candidate whose services can be spared immediately on selection, may be forwarded together with the certificate from the Forwarding Authority (in proforma Annexure-I) addressed to the **Registrar, Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone Faridabad-Gurugram Expressway, Faridabad, Haryana-121001**. Terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time. The last date of receipt of applications will be 30 days from the date of publication of advertisement in the Employment News.
8. 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.

9. The rules and procedures prescribed by the Govt. of India in respect of reservation policy shall be followed for the posts filled by direct recruitment. 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 selection process. Only the candidates shortlisted by a duly constituted Screening Committee will be called for written test/interview/skill test. The decision of the Centre regarding the selection process shall be final.

11. Canvassing in any form will lead to disqualification. No interim inquiries in this regard will be entertained.

12. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Faridabad.

13. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process or after will lead to disqualification of the candidate from the selection process/employment or continue further and he/she will not be allowed to appear in any of the common recruitment process in the future. Decisions of the Competent Authority at RCB shall be final and binding.

**Registrar**

XXXXX

Advt. No. 03/2019

Annexure-I

**(Certificate to be Furnished by the Employer/Head of Office/Forwarding Authority)**

1. Certified that the particulars furnished by \_\_\_\_\_  
are correct.
2. Certified that:
- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
  - ii. His/Her character and integrity is beyond doubt.
  - iii. The photocopies of the ACRs for the last 5 years duly attested (each page) by an officer of the rank of Under Secretary to the Govt. of India equivalent or above, are enclosed.
  - iv. No major/minor penalty has been imposed on him/her during the last 10 years.
  - v. A list of major/minor penalties imposed, if applicable, on him/her during the last 10 years is enclosed.

Signature :

Name & Designation :

Telephone No. :

E-mail ID

Office Seal :

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.