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	Direct Recruitment	
			01-OBC		
4.	Business Development	14	01-UR	Direct Recruitment/Deputation /Short-	
	Manager			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

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



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.	Name of the Post,		Job Description	No. of post(s) &
No.	Pay Level & Mode			age limit
	of Recruitment			
1	Business	Direct Recruitment:	a)Maintain the various	One post (UR)
	Development	a) A post-graduate Degree in Life	technology platforms in	
	Manager	Sciences, Degree in Medicine or Degree	operational readiness and	Age Limit:
		in Engineering with a Post-Graduate	train technicians and	(50 years for Direct
	Pay Level – 14	Diploma or Degree in Business	students for their effective	Rectt. & 56 years
	(Rs. 144200 to	Management and 15 years of relevant	use	for deputation /
	Rs. 218200)	experience;	b)Provide feedback and	short-term-
		or	technical support on	contract)
	Direct	PhD Degree in Life Sciences, Medicine	technology platforms	
	Recruitment/	or Engineering with a Post-Graduate	c)Organize training programs	
	Deputation/Short-	Diploma or Degree in Business	on technology platforms	
	Term-Contract	Management and 10 years of relevant	d)Develop a growth strategy	
		experience.	for business operations and customer satisfaction	
		Experience:	e)Identify new markets and	
		a) Extensive experience in scientific	customer needs	
		business development and ability to lead	f)Build long-term	
		legal, tax, accounting, financing and	relationships with new and	
		cross-functional teams, strong leadership	existing customers	
		and negotiation skills.	g)Prepare reports and	
		b) Excellent communication skills with	maintain records of	
		strong ability to build and communicate	services, revenue, invoices	
		business rationale.	etc.	
		c) Ability and desire to work in biotech	h)Carry out any other work	
		sector with small teams, fast pace, and	assigned by the Executive	
		fast changing environment.	Director	
		Deputation/Short-Term Contract:		
		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: 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; or PhD Degree in Life Sciences, Medicine or Engineering with a Post-Graduate Diploma or Degree in Business Management and 10 years of relevant experience. Experience: a) Extensive experience in scientific business development and ability to lead legal, tax, accounting, financing and cross-functional teams, strong leadership and negotiation skills. b) Excellent communication skills with strong ability to build and communicate business rationale. c) Ability and desire to work in biotech sector with small teams, fast pace, and fast changing environment. 2	
a) Extensive experience in scientific business development and ability to lead legal, tax, accounting, financing and cross-functional teams, strong leadership and negotiation skills. b) Excellent communication skills with strong ability to build and communicate business rationale. c) Ability and desire to work in biotech sector with small teams, fast pace, and fast changing environment. 2 Controller of Administration Pay Level- 13A (Rs. 1,31,100 to Direct Recruitment:	
and negotiation skills. b) Excellent communication skills with strong ability to build and communicate business rationale. c) Ability and desire to work in biotech sector with small teams, fast pace, and fast changing environment. 2 Controller of Administration Administration Pay Level- 13A (Rs. 1,31,100 to and negotiation skills. b) Excellent communication skills with strong ability to build and communicate business rationale. c) Ability and desire to work in biotech sector with small teams, fast pace, and fast changing environment. a) Assist the Executive Director in all administrative matters relating to the Regional Centre. b) Minimum 20 years' experience in administrative and allied positions in the b) Act as the ex-officio Direct Rectt. &	
sector with small teams, fast pace, and fast changing environment. 2 Controller of Administration Pay Level- 13A (Rs. 1,31,100 to Controller of Administrative and allied positions in the controller of Administrative management or its equivalent. Begional Centre. (50 years for b) Act as the ex-officio Direct Rectt. &	
2 Controller of Administration a) A post-graduate degree in management or its equivalent. Pay Level- 13A (Rs. 1,31,100 to (
Administration a) A post-graduate degree in management or its equivalent. Pay Level- 13A (Rs. 1,31,100 to b) Minimum 20 years' experience in administrative matters relating to the Regional Centre. a) A post-graduate degree in matters relating to the Regional Centre. b) Minimum 20 years' experience in administrative matters relating to the Regional Centre. b) Act as the ex-officio Direct Rectt. &	
management or its equivalent. Pay Level- 13A (Rs. 1,31,100 to) management or its equivalent. b) Minimum 20 years' experience in administrative and allied positions in the b) Act as the ex-officio Direct Rectt. &	
Pay Level- 13A (Rs. 1,31,100 to b) Minimum 20 years' experience in Regional Centre. (50 years for administrative and allied positions in the b) Act as the ex-officio Direct Rectt. &	
(Rs. 1,31,100 to administrative and allied positions in the b) Act as the ex-officio Direct Rectt. &	
Rs. 2.16,600) Government / Autonomous bodies of the Member Secretary of the 56 years for	
Govt./ Reputed educational institutions Executive Committee and deputation/short-	i-
Direct or research establishments/ Public sector issue notices to convene term-contract)	
Recruitment/ organizations. meetings of the Executive	
Deputation/Short- c) At least 3 years' regular service in Committee and to keep the position with Pay Level 13A or official correspondence and	
5 years' regular service in position with minutes of all the statutory	
Pay Level 13, or 8 years' service in Pay committee meetings of the	
level 12. Regional Centre.	
d) The candidate must have strong c) Oversee the overall	
analytical, oral and written administrative activities	
communication, and negotiation skills. including establishment, finance, stores and purchase,	
Deputation/Short-Term-Contract: engineering, estates and	
Officers from the Central / State maintenance of the Regional	
Governments / Universities / R&D Centre.	
institutions, or PSU: holding analogous d) Report to the Executive	
post, or with at least 3 years' service in Director in the matters posts with Pay Level 13A or 5 years' related to monitoring and	
service in posts with Pay Level 13 or its evaluation of the	
equivalent possessing educational administration of the	
qualification and experience as Regional Centre for	
prescribed below: continuous improvement.	
e) Maintain the primary	
a) A post-graduate degree in relationship for operations management or its equivalent.	
b) Minimum 20 years' experience in within the National Capital	
administrative and allied positions in the Region Biotech Science	
Government / Autonomous bodies of the Cluster partners and the	
Govt./ Reputed educational institutions funding agencies.	

		1 . 1 11 1 . 1 75 1 11	0.0	
		or research establishments/ Public sector organizations.	f) Be the custodian of records, the common seal	
		c) The candidate must have strong	and such other property of	
		analytical, oral and written	Regional Centre as the	
		communication, and negotiation skills.	Executive Committee shall	
		, 8	commit to his charge.	
			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. 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.	
3.	Registrar	Deputation/Short-Term-Contract:	a)Registrar shall be ex-	One Post:
	D I 12	Officers from the Central /State	officio Member-Secretary	A T
	Pay Level – 13	Governments / Universities / R&D Institutions, or PSUs, holding analogous	of the Board of Studies.	Age Limit: 56 years
	(Rs.123100-215900)	post, or with at least 5 years' service in posts	b)Custodian of the academic	36 years
	Deputation/ Short-	with Pay Level-12 or its equivalent	records and such other	
	Term-Contract	possessing educational qualification and	property of the Regional	
		experience as below:	Centre as the Executive	
	Deputation/Short-	•	Director shall commit to his	
	Term-Contract	a) A post-graduate degree in any	charge.	
	basis only for an	discipline.	c)Issuing all notices	
	initial period of	b) Minimum 15 years' experience in	convening meeting of the	
	one year or until	academic administration in a university or	Board of Studies and of all	
	return of the previous	an educational institutional imparting tertiary education.	Committees of the	
	incumbent from	c) The candidate must have strong oral	Regional Centre for the	
	deputation,	and written communication skills	academic matters as	
	whichever is	d) Must have knowledge of modern	appointed by Executive	
	earlier; not	academic management practices and use	Director.	
	exceeding 5 years.	of computers.	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.	
			e)Representing the Regional	
			Centre in suits or	
			proceedings relating to the	
			academic functions by or	
			against the Regional	
			Centre.	
			f)Overseeing student	
			activities including but not	
			limited to admission,	
			examinations, fellowship,	
			fees, graduation, travel,	
	•	•		

			accommodation, and grievance redressal in the Regional Centre. g)Overseeing the administration of the academic activities of Post-Doctoral Fellows and Young Investigators at the Regional Centre. h)Performing such other duties as may be specified in the Ordinances, or the regulations, or as may be	
4	Finance Officer	Direct Recruitment:	required from time to time by the Executive Director. a) The Finance Officer shall	One Post (UR)
	Pay level 13 (Rs.123100-215900) Direct Recruitment/ Deputation/Short- Term-Contract	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. Deputation/Short-Term-Contract: 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: 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.	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 proprietary 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	Age Limit: (50 years for Direct Rectt. & 56 years for deputation/ short-term-contract)

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

a) Knowledge of GLP. Py Level – 7 (R. 44900 to hearing for maintenance works. a) Pegutation/Short-Term-Contract: Officers from the Central / State Governments / Universities / Universi					
and procedures for execution of maintenance works. Pay Level -7 (Rs. 44900 to Rs. 142400) Deputation/Short-Term-Contract: Governments / Universitics / Uni			, ,		
maintenance works. Technical Officer Pay Level - 7 (Rs. 44900 to Rs. 142400) Rs. 142400) Poputation/Short- Term-Contract Deputation/Short- Term-Contract Basis only for an initial period of one year or until return of the previous incumbent from deputation, whichever is earlier. Desirable: a) Knowledge of GLP. b) Understanding of Government rules and procedures of recention and software development. c) Experience of maintenance works. c) Knowledge of technical purchase procedures of Govt. including GeM. Direct Recruitment Direct Recruitment Direct Recruitment Technology or other relevant feetnical or civil works of significant management. c) Understanding of government rules and management. c) Understanding of Government rules and management. c) Experience of condition and software development. a) BF/B Tech Electrical/Civil/ Rs. 142400) Rs. 142400 St. 2420 To. Assistant Engineer Pay Level - 7 (Rs. 44900 to Rs. 142400) Rs. 142400 Direct Recruitment Assistant Direct Recruitment					
Deputation/Nort-Term-Contract: Officers from the Central / Set Covernments / Universities / University level R&D institutions, or PSU holding Rs. 142400) malogous post or with at least 5 years service in posts with Psy Level 6 or its equivalent, and possessing follows post or with a least 5 years service in posts with Psy Level 6 or its equivalent, and possessing follows post or with a least 5 years service in posts with Psy Level 6 or its equivalent, and possessing follows post or with a least 5 years service in posts with Psy Level 6 or its equivalent, and possessing follows post or with a least 5 years service in posts with Psy Level 6 or its equivalent qualified state and provide dechnical services to the user intermentation by Experience of maintenance of maintenance works. Covernment or secinitists, or system administration and software development. Desirable: a Knowledge of GLP. b) Understanding of Government rules and procedures of Gott. Including GeM.					
Officers from the Central / State (coverments / Universites / Linviersites / Li					
Pay Level - 7 (Rs. 44900 to Rs. 142400) Covernments / University Various technical processes. Age limit:	6.	Technical Officer		l '	One post
Investment Inv					
analogous post or with at least 5 years' regular intervals. Deputation/Short Term-Contract basis only for an initial period of one year or until return of the previous incumbent from deputation, whicheve is carlier. Desirable: a) Knowledge of GLP. b) Understanding of fovernment rules and procedures of covernment organization, or at a similar position in a reputed gold covernment organization, or b) Demonstrated experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. Desirable: a) Knowledge of Computer-Aided Design (CAD) and latest Management state and provide technical specifical with this desiration of the relevant spice of the facility magnitude and quality. c) Experience of designing and work estimate preparation. b) Demonstrated experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. Desirable: a) Knowledge of Computer-Aided Design (CAD) and latest Management previous and preparation of Excets degree in any discipline with sound knowledge of modern management practices and use of the computer. Assistant Assistant Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of the computers for word processing and prepa					· ·
service in posts with Pay Level 6 or its equivalent, and possessing following educational qualification and initial period of one year or until return of the previous incumbent from deputation, whichever is earlier. Desirable: a) Romoledge of GLP. b) Understanding of Government rules and procedures of maintenance works. c) Knowledge of technical purchase procedures of or execution of maintenance works. c) Knowledge of technical purchase procedures of or execution of maintenance works. c) Knowledge of technical purchase procedures of or execution of maintenance works. c) Knowledge of technical purchase procedures of or execution of maintenance works. c) Knowledge of technical purchase procedures of or execution of maintenance works. c) Knowledge of technical purchase procedures of or execution of maintenance works. c) Knowledge of technical purchase procedures of or execution of maintenance works. c) Knowledge of technical purchase procedures of overline and procedure in the relevant with 5 years' experience in the relevant magnitude and quality. c) Experience of existing and work estimate proparation. Desirable: a) Knowledge of Computer-Aided Design (CAD) and latest Management Technology or other relevant software. b) Experience of designing and work estimate preparation. 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 antenance, project planning, monitoring and management. Technology or other relevant software. b) Experience of working with high tension lines, electrical maintenance, project planning, monitoring and management. Technology or other relevant software. b) Experience of working with high tension lines, electrical maintenance, project planning, monitoring and management. Technology or other relevant software. b) Experience of working with high tension lines, electrical maintenance, project planning, monitoring and management. To the provide software the provide software		`			56 years
Coordinate with the previous and software development.		Rs. 142400)		0	
Deputation/Short-Term-Contract basis only for an initial period of one year or until return of the previous incumbent from deputation, whichever is earlier. Desirable: a) Rowledge of GLP: b) Understanding of Government rules and procedures for execution of maintenance works. c) Knowledge of technical purchase procedures of Govt. including GeM. Direct Recruitment Assistant Engineer Direct Recruitment Direct Recruitment Assistant				, ,	
Term-Contract basis only for an initial period of one year or until return of the previous incumbent from deputation, whichever is carifer. Desirable: a) Knowledge of GI.P. b) Understanding of Government rules and software development. a) Knowledge of Gt.P. b) Understanding of Government rules and procedures for execution of maintenance works. c) Knowledge of technical purchases procedures of Odv. including GeM. Direct Recruitment: B) EPB Tech (Electrical/Civil/ pay Level - 6 (Rs. 35400 to 112400) 8. Management Assistant Assistant Namagement Assistant Direct Recruitment: a) B Direct Recruitment: c) Understanding of Government rules and procedures of caccination and software development. b) Demonstrated experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. 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. 8. Management Assistant Assistant Assistant Direct Recruitment: a) A graduate degree in any discipline with sound knowledge of modern by the proposed processing and preparation of Excel sheets. b) Three years' experience in office to organization of the faccilities. Does a Be					
Dasis only for an initial period of one year or until return of the previous incumbent from deputation, whichever is earlier. Desirable: a) Knowledge of GI.P. b) Understanding of Government rules and procedures for execution of maintenance works. c) Knowledge of technical purchase procedures of Govt. including GeM. Assistant Engineer Pay Level - 7 (Rs. 44900 to Rs. 142400) Direct Recruitment Evel of at a government organization, b) Demonstrated experience of handling electrical or civil works of significant magnitude and quality. c) Experience of working with high tension lines, electrical maintenance project planning, monitoring and management. c) Understanding of government rules and procedures for execution of maintenance works. c) Knowledge of technical purchase procedures of Govt. including GeM. Assistant Engineer Assistant with Pay Direct Recruitment: a) BE/ B Tech Electrical/Civil/ works to be executed works to b			<u>^</u>		
initial period of one year or until return of the previous by Landsmann and Commentation on the previous by Experience of a maintenance of incumbent from deputation, whichever is earlier. 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. 7. Assistant Engineer Pay Level – 7 (Rs. 44000 to Rs. 142400) Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Assistant A Rowledge of Computer-Aided Design (CAD) and latest Management Technology or other relevant software. b) Experience of designing and work estimate preparation. 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. 8. Management Assistant Assistant A Management Assistant Direct Recruitment on the computer of the facility management socientific infrastructure in qualification the infrastructure in a guitable and the procedure of the facility management and software development. Age limit: A graduate degree in any discipline with sound knowledge of modern procedures for execution of computers for word processing and proparation of fixeel sheets. b) Three years experience in office to deal with any of the matters concerning procedure in any discipline with sound knowledge of modern procedures for execution of computers for word processing and preparation of Fixeel sheets. b) Three years experience in office Direct Recruitment Assistant Dir			. •		
one year or until return of the previous incumbent from deputation, whichever is earlier. 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. Assistant Engineer Pay Level - 7 (Rs. 44900 to Rs. 142400) Direct Recruitment Direct Recruitment Michael and an again and an					
return of the previous incumbent from deputation, whichever is earlier. Desirable: a) Knowledge of GLP. b) Understanding of Government rules and procedures of experience of maintenance works. c) Knowledge of technical purchase procedures of Govt. including GeM. Direct Recruitment at a similar position in a reputed organization. b) Demonstrated experience of handling electrical or eivil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. Desirable: a) Rowledge of technical purchase procedures for execution of maintenance works. c) Knowledge of technical purchase procedures of Govt. including GeM. Direct Recruitment 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. Desirable: a) Knowledge of Computer—Aided Design (CAD) and latest Management Technology or other relevants offware. 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. 8. Management Assistant Assistant Assistant Assistant Assistant Direct Recruitment Assistant Assistant Assistant Assistant Agal imit: MCA or MSc or equivalent qualification or execution of maintenance procedures for execution of maintenance project planning monitoring and management. c) Understanding of government rules and procedures for execution of engineering works. Direct Recruitment Assistant Assistant Assistant Anagement Assistant Assistant Direct Recruitment Assistant Assistant Anagement Assistant Direct Recruitment Assistant Anagement Assistant Agal imit: Assistant Anagement Assistant Ana					
b) Experience of maintenance of the facility management services to escientific equipment, or research support to scientific equipment, or system administration and software development. 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. 7. Assistant Engineer Pay Level – 7 (Rs. 44900 to Rs. 142400) Direct Recruitment Direct Recruitment Direct Recruitment Assistant Assistant Engineer Direct Recruitment Direct Recruitment Assistant Assis				l '	
incumbent from deputation, whichever is earlier. 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. 7. Assistant Engineer Pay Level – 7 (Rs. 44900 to Rs. 142400) Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Assistant Direct Recruitment Direct Recruitment Direct Recruitment Assistant Direct Recruitment Direct Recruitment Assistant A					
deputation, whichever is earlier. 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. 7. Assistant Engineer Pay Level - 7 (Rs. 44900 to Rs. 142400) Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Assistant Direct Recruitment Direct Recruitment Direct Recruitment Assistant Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Assistant Direct Recruitment Assistant Direct Recruitment Direct Recruitment Direct Recruitment Assistant Direct Recruitment Direct Recruitment Assistant Direct Recruitment Direct Recruitment Assistant Direct Recruitment Direct Recruitment Assistant				1	
whichever is earlier. 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. Direct Recruitment Text (Rs. 44900 to Rs. 142400) Direct Recruitment A Knowledge of Computer-Aided Design (CAD) and latest Management Technology or other relevant software. Direct Recruitment C) Understanding of government rules and procedures for execution of engineering works. Direct Recruitment Assistant Assistant Assistant Assistant Pay Level - 6 (Rs. 35400 to 112400) Direct Recruitment Assistant Direct Recruitment Assistant Direct Recruitment Assistant Direct Recruitment Assistant Assistant Direct Recruitment Assistant Assistant Assistant Direct Recruitment Assistant Assistant Direct Recruitment Assistant Assistant Assistant Direct Recruitment Assistant Assistant Assistant Assistant Assistant Direct Recruitment Assistant					
pesirable: 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. 7. Assistant Engineer Pay Level - 7 (Rs. 44900 to Rs. 142400) Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Assistant Direct Recruitment Assistant Direct Recruitment Assistant Direct Recruitment Assistant Direct Recruitment Assistant Assistant Direct Recruitment Assistant Direct Recruitment Assistant Assistant Direct Recruitment Assistant Direct Recruitment Assistant As graduate degree in any discipline with sound knowledge of modern management practices and use of emptaces and use of emptaces and use of matters concerning Pay Level - 6 (Rs. 35400 to 112400) Drect Recruitment Assistant Direct Recruitment Assistant As graduate degree in any discipline with sound knowledge of modern management practices and use of emptaces and use of matters concerning Pay Level - 6 (Rs. 35400 to 112400) Drect Recruitment Direct Recruitment Assistant Direct Recruitment Assistant Direct Recruitment Assistant Direct Recruitment Assistant As graduate degree in any discipline with sound knowledge of modern management practices and use of matters concerning Pay Level					
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. Direct Recruitment: a) BE/ B Tech Electrical/Civil/ Mechanical) or equivalent qualification with 5 years' experience in the relevant of Rs. 142400) Direct Recruitment 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. Management Assistant Assistant Pay Level - 6 (Rs. 35400 to 112400) Designation of Excel sheets. b) Three years' experience in office Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of GeM. Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of GeM. Direct Recruitment Assistant Design (CAD) and latest Management rules and procedures for execution of engineering works. Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of GeM. Direct Recruitment Assistant Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of GeM. Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of GeM. Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of GeM. Direct Recruitment a) Level - 6 (Rs. 35400 to 112400) Direct Recruitment a) Direct Recruitment a) Direct Recruitment a) Direct Recruitment a) Direct R			alla boltmare de relopinent.		
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. 7. Assistant Engineer Pay Level - 7 (Rs. 44900 to Rs. 142400) Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Direct Recruitment Assistant 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. 8. Management Assistant Assistant Assistant Direct Recruitment Assistant Assistant Direct Recruitment Assistant Direct Recrui			Desirable:	, , , , , , , , , , , , , , , , , , ,	
Direct Recruitment					
and procedures for execution of maintenance works. c) Knowledge of technical purchase procedures of Govt. including GeM. 7. Assistant Engineer Pay Level – 7 (Rs. 44900 to Rs. 142400) Direct Recruitment: a) BE/ B Tech Electrical/Civil/Mechanical) or equivalent qualification with 5 years' experience in the relevant field, as Engineering Assistant with 5 years' experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. 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. 8. Management Assistant Assistant Assistant Management Assistant Assistant Assistant 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 Executive Director from time to time. Executive Director from time to time. BLOOM after the Electrical works to be executed through tendering/ quotations; Age limit: Age limit: Application a) Application and work estimate preparation 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. 8. Management Assistant Assi					
c) Knowledge of technical purchase procedures of Govt. including GeM. 7. Assistant Engineer Pay Level – 7 (Rs. 44900 to Rs. 142400) Direct Recruitment Direct Recruitment Noirect Recruitment Noire Selectrical substation/ Noire Selectrical Noire Noirectrical repairs Noitential Recruical Mendelec			, ,		
7. Assistant Engineer Pay Level – 7 (Rs. 44900 to Rs. 142400) Direct Recruitment Direct Recruitment Note that the pay Level of at a government organization, by Demonstrated experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. 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 management. c) Understanding of government rules and procedures for execution of engineering works. 8. Management Assistant Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Pay Level - 6 (Rs. 35400 to 112400) Pay Level - 6 (Rs. 35400 to 112400) Pirect Recruitment: Direct Recruitment Direct Recruitment Assistant Direct Recruitment Direct Recruitment Direct Recruitment 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 Assistant A praduate 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 Assistant A praduate 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 Assistant A procedures of Government rules and processing and more paration of Excel sheets. b) Three years' experience in office Assistant 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			maintenance works.	to time.	
7. Assistant Engineer Pay Level – 7 (Rs. 44900 to Rs. 142400) Direct Recruitment Di					
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. 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. 8. Management Assistant Management Pay Level - 6 (Rs. 35400 to 112400) BE/B Tech Electrical/Civil/works to be executed through tendering/ quotations; 30 years 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 examples. e)Perform any other duties assigned to him/her by the Executive Director from time to time. 8. Management Assistant 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 b) Three years' experience in office					
Pay Level - 7 ((Rs. 44900 to Rs. 142400)	7.	Assistant Engineer		1 /	One Post (UR)
(Rs. 44900 to Rs. 142400) (Rs. 142400) (Rs			/		
Rs. 142400) 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. 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. 8. Management Assistant Assistant Assistant Assistant Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of (Rs. 35400 to 112400) Field, as Engineering Assistant with Pay Level - 6 (Rs. 35400 to 112400) Field, as Engineering Assistant with Pay Level - 6 (Rs. 35400 to 112400) Field, as Engineering Assistant with Pay Level - 6 (Rs. 35400 to 112400) Field a government organization, or at a similar position in a reputed organization, or at a similar position in a reputed organization. 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. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,					
Direct Recruitment Direct Recruitment 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. 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. S. Management Assistant Assistant Assistant Assistant Assistant Pay Level - 6 (Rs. 35400 to 112400) Three years' experience in office Accounting, Purchases, Accounting, Purchase, Accou		`		quotations;	30 years
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. 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. 8. Management Assistant Assistant Assistant Assistant Assistant Assistant a) A graduate degree in any discipline with sound knowledge of modern management practices and use of (Rs. 35400 to 112400) Direct Recruitment as similar position in a reputed organization. b) Demonstrated experience of handling 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) Adtrend 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. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,		Rs. 142400)	, ,	h)Maintain equipments/	
organization. b) Demonstrated experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. 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. 8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Demonstrated experience of handling electrical or civil works of significant magnitude and quality. 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. 3) The incumbent will have to deal with any of the matters concerning Pay Level - 6 (Rs. 35400 to 112400) Pay Level - 6 (Rs. 35		Dinast Dagusitmant			
b) Demonstrated experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. 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. 8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Dimetrical experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. Desirable: a) Knowledge of Computer—Aided Design (CAD) and latest Management rules and procedures for execution of 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. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Cash handling, Billing, 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. 3) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,		Direct Recruitment			
electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. 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. 8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Postrable: 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. Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of (Rs. 35400 to 112400) Pay Level - 6 (Rs. 35400 to 112400) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,					
magnitude and quality. c) Experience of designing and work estimate preparation. 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. 8. Management Assistant Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of (Rs. 35400 to 112400) Pay Level - 6 (Rs. 35400 to 112400) Three years' experience in office 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. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,			1		
c) Experience of designing and work estimate preparation. 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. 8. Management Assistant Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of (Rs. 35400 to 112400) Pay Level - 6 (Rs. 35400 to 112400) C) Experience of designing and work estimate preparation. 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. a) The incumbent will have to deal with any of the matters concerning matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,					
estimate preparation. 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. 8. Management Assistant 8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Postrical 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. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,				scientists.	
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. 8. Management Assistant 8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of (Rs. 35400 to 112400) Design (CAD) and latest Management Technology or other relevant software. a) 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. a) The incumbent will have to deal with any of the matters concerning management practices and use of (Rs. 35400 to 112400) Pay Level - 6 (Rs. 35400 to Three years' experience in office					
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. 8. Management Assistant Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern with sound knowledge of modern Pay Level - 6 (Rs. 35400 to 112400) Direct Recruitment and management practices and use of (Rs. 35400 to 112400) Direct Recruitment and management practices and use of (Rs. 35400 to 112400) Accounting, Purchases, 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. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,					
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. 8. Management Assistant Birect Recruitment a) A graduate degree in any discipline with sound knowledge of modern with sound knowledge of modern (Rs. 35400 to 112400) Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern praparation of Excel sheets. b) Three years' experience in office Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management, Cash handling, Billing, Accounting, Purchases,				1	
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. 8. Management Assistant 8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Pay Level - 6 (Rs. 35400 to 112400) Technology or other relevant software. b) Experience of working with high 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. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,			, ,		
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. 8. Management Assistant 8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) b) Experience of working with high tension lines, electrical maintenance, project planning, monitoring and management rules and procedures for execution of engineering works. c) Understanding of government rules assigned to him/her by the Executive Director from time to time. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,				_	
8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Pay Lavel - 6 (Rs. 35400 to 112400) Three years' experience in office Ranagement project planning, monitoring and management rules and procedures for execution of engineering works. Scientific infrastructure in the campus. e)Perform any other duties assigned to him/her by the Executive Director from time to time. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,				1 /	
management. c) Understanding of government rules and procedures for execution of engineering works. 8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Project planning, monitoring and management. c) Understanding of government rules assigned to him/her by the Executive Director from time to time. a) The incumbent will have to deal with any of the matters concerning management practices and use of computers for word processing and preparation of Excel sheets. b) Three years' experience in office the campus. e)Perform any other duties assigned to him/her by the Executive Director from time to time. A) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,			tension lines, electrical maintenance,		
8. Management Assistant Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern management practices and use of (Rs. 35400 to 112400) Pay Level - 6 (Rs. 35400 to 112400) Management c) Understanding of government rules assigned to him/her by the Executive Director from time to time. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,			project planning, monitoring and		
8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Pay Level - 6 (Rs. 35400 to 112400) Assistant C) Understanding of government rules and procedures for execution of execution of execution of execution of execution of engineering works. a) Signed to him/her by the Executive Director from time to time. a) The incumbent will have to deal with any of the matters concerning matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,				1 *	
8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Assistant And procedures for execution of engineering works. Direct Recruitment a) A graduate degree in any discipline with sound knowledge of modern matters concerning management practices and use of (Rs. 35400 to 112400) Three years' experience in office Executive Director from time to time. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,					
8. Management Assistant Pay Level - 6 (Rs. 35400 to 112400) Pay Level - 6 (Rs. 400 to 112400) Assistant Assistant Pirect Recruitment a) A graduate degree in any discipline with sound knowledge of modern matters concerning management practices and use of computers for word processing and preparation of Excel sheets. b) Three years' experience in office time to time. a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,			<u> </u>	, ,	
8. Management Assistant a) A graduate degree in any discipline with sound knowledge of modern matters concerning Pay Level - 6 (Rs. 35400 to 112400) b) Three years' experience in office Assistant a) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,			engineering works.		
Assistant a) A graduate degree in any discipline with sound knowledge of modern matters concerning Pay Level - 6 (Rs. 35400 to 112400) a) A graduate degree in any discipline with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, b) Three years' experience in office Age limit: 30 years	8.	Management	Direct Recruitment		One Post (OBC)
Pay Level - 6 (Rs. 35400 to 112400) management practices and use of computers for word processing and preparation of Excel sheets. b) Three years' experience in office Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases,		_		· · · · · · · · · · · · · · · · · · ·	
(Rs. 35400 to computers for word processing and preparation of Excel sheets. b) Three years' experience in office Accounting, Purchases,					•
preparation of Excel sheets. b) Three years' experience in office Accounting, Purchases,		•			30 years
b) Three years' experience in office Accounting, Purchases,		`			
		112400)	* *		
Direct procedures preferably in a government Storekeeping.		D: 4			
		Direct	procedures preferably in a government	Storekeeping.	

	Recruitment R&D institution.		b) Noting & Drafting, typing	
		c) The candidate must have strong oral	and maintenance of all	
		and written communication skills.	relevant records.	
		Desirable:	c) Perform any other duties	
	Knowledge of government rules and procedures.		assigned to him/her by the	
			Executive Director from time	
		P10000001000	to time.	

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	Ap	nlic	ant:
1 tuillo	Οı	7 YP	PIIC	uiit.

 Certified that the particulars furnished 	by the applicant	are true and have been	n verified from tl	he 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:	