

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



01.05.2020

**ADVERTISEMENT NO. RCB/HRDC/01/2020/HR**

**RECRUITMENT FOR CONTRACTUAL POSITIONS UNDER DBT-HRD PROJECT & MANAGEMENT UNIT  
 AT REGIONAL CENTRE FOR BIOTECHNOLOGY**

Regional Centre for Biotechnology (RCB) has been given the mandate to set up a DBT-HRD Project and Management Unit (PMU) with the responsibility of managing the following three programs:

1. DBT Junior Research Fellowship (JRF) program
2. DBT PG Teaching Program
3. DBT Ramalingaswami Re-entry Fellowship (RRF) Program

Applications (in online mode) are invited from dynamic, result-oriented and dedicated eligible candidates for the following contractual positions:

S. No.	Name of the post, Consolidated Emoluments	Qualifications & Experience	Job Description	No. of post(s) & age limit
1.	<b>Project Manager</b>  Emoluments up to Rs. 1,50,000 per month based on the relevant experience of the candidate	PhD degree in any area of science.  Experience of a minimum of 10 years in coordination and program management in the government, university, research institution, or other organizations of repute.  <b>Desirable:</b> Degree in an area of life science or a Management degree.	<ul style="list-style-type: none"> <li>• Will be responsible for the overall management of the project as per its mandate.</li> <li>• Will act as an interface between various agencies including the Govt. and Programme Coordinator.</li> <li>• Development of good management practices, planning and defining scope of activities in a flawless manner.</li> <li>• Planning events and related activities thereby ensuring optimum utilization of available resources.</li> <li>• Cost estimation, budget forecasting.</li> <li>• Managing administrative and HR issues, scheme funds etc.</li> </ul>	One post, Age Limit: 55 years

			<ul style="list-style-type: none"> <li>• Monitoring and reporting progress of various activities, schemes.</li> <li>• Any other task assigned from time to time by RCB Executive Director.</li> </ul>	
2.	<p><b>Grants Adviser</b></p> <p>Emoluments up to Rs. 80,000 per month based on the relevant experience of the candidate</p>	<p>First class Post-Graduate degree in any area of science.</p> <p>Experience of a minimum of 5 years of coordination and program management in the government, university, research institution, other organizations of repute. Must have adequate IT skills and aptitude for financial management.</p> <p><b>Desirable:</b> Degree in an area of life science or a Management degree.</p>	<ul style="list-style-type: none"> <li>• Providing accurate and effective grants administrative support to the awardees.</li> <li>• Providing advice and support to awardees, project manager, funding agencies and administrative support staff.</li> <li>• Maintaining accurate and organized grant records and the timely input of accurate grant-related financial data according to defined standards.</li> <li>• Any other task assigned from time to time.</li> </ul>	Three Posts, Age limit: 45 Years
3.	<p><b>Manager (Administration &amp; Finance)</b></p> <p>Emoluments up to Rs. 80,000 per month based on the relevant experience of the candidate</p>	<p><b>Qualifications:</b> A post-graduate degree in finance or an MBA, or a professional qualification like CA or ICWAI. Must have adequate IT skills.</p> <p>Experience of a minimum of 5 years in the field of accounting and finance.</p> <p><b>Desirable:</b> Knowledge and experience of Administration including court cases, Finance in the Government Sector.</p>	<ul style="list-style-type: none"> <li>• Supervise and deal with matters related to Establishment, Finance and Accounts.</li> <li>• Formulation and implementation of financial plans, management of expenses and resources.</li> <li>• Keeping inventory of all transactions and assets.</li> <li>• Preparing and analyzing accurate monthly financial and accounting reports.</li> <li>• Preparing income statement, balance sheet, budget projections and forecasting.</li> <li>• Keeping records of funds flow, grants reporting, compliance and reconciliation.</li> <li>• Any other task assigned from time to time.</li> </ul>	One Post, Age limit: 50 years
4.	<p><b>Systems Analyst</b></p> <p>Emoluments Rs. 60,000 per</p>	<p>First class MTech/ BTech/MSc/MCA degree in Computer Science / Information Technology.</p>	<ul style="list-style-type: none"> <li>• Providing IT support for managing the online application system.</li> <li>• Monitoring the development and</li> </ul>	One Post, Age limit: 45 years

	month based on the relevant experience of the candidate	Experience of 3 years with MTech or 5 years with BTech/MSc/MCA degree in area of software development relating to modern database technologies or network management.	<p>functioning of website portal for various schemes.</p> <ul style="list-style-type: none"> <li>• Creation of applicant dashboard.</li> <li>• Maintenance of databases.</li> <li>• Installation &amp; maintenance of MIS/ financial package.</li> <li>• Ensuring trouble free online interaction with the awardees and various agencies involved.</li> <li>• Any other task assigned from time to time.</li> </ul>	
5	<p><b>Sr. Liaison Assistant</b></p> <p>Emoluments up to Rs. 60,000 per month based on the relevant experience of the candidate</p>	Graduate degree with 10 years' experience in liaising with various Govt. organization/ agencies, handling correspondences, office management and file work. Must have adequate IT skills.	<ul style="list-style-type: none"> <li>• Liaising with various agencies involved.</li> <li>• Scheduling meetings.</li> <li>• Updating and reporting on the schedule of progress.</li> <li>• Obtaining necessary records and preliminary report generation.</li> <li>• Assisting Project Manager in managing the scheme.</li> <li>• Any other task assigned from time to time.</li> </ul>	One Post, Age limit: 45 years
6.	<p><b>Sr. Accounts Assistant</b></p> <p>Emoluments up to Rs. 60,000 per month based on the relevant experience of the candidate</p>	BCom/BBA/CA/ICWA degree with 5 years' experience in accounts and finance in a reputed organization. Must have adequate IT skills and knowledge of Govt. Financial Rules.	<ul style="list-style-type: none"> <li>• Entry and verification of entries in the Accounting software.</li> <li>• Updating and reporting on the budget and spending.</li> <li>• Verifying the claims/ bills/ vouchers.</li> <li>• Any other task assigned from time to time.</li> </ul>	01 Post Age limit: 45 Years
7.	<p><b>Accounts Assistant</b></p> <p>Emoluments up to Rs. 30,000 per month based on the relevant experience of the candidate</p>	BCom/BBA degree with 3 years' experience in accounts and finance in a reputed organization.  Must have adequate IT skills.	<ul style="list-style-type: none"> <li>• Entry of budget and expenditure details in the Accounting software.</li> <li>• Preparing the expenditure statement</li> <li>• Processing the claims/ bills/ vouchers.</li> <li>• Any other task assigned from time to time.</li> </ul>	03 Posts Age limit: 35 Years
8.	<p><b>Data Entry Operator</b></p> <p>Emoluments Rs. 30,000 per</p>	Graduate degree with diploma in IT/Computers. 3 years' experience in Data entry operations.	<ul style="list-style-type: none"> <li>• Entries into the MIS Software with the data as required.</li> <li>• Preparation of letters and email communications.</li> <li>• Drafting meeting notices and</li> </ul>	03 Posts Age limit: 35 Years

	month based on the relevant experience of the candidate		<p>assistance in preparation of minutes etc.</p> <ul style="list-style-type: none"> <li>Any other task assigned from time to time.</li> </ul>	
9.	<p><b>Technical Assistant (IT &amp; Support Services)</b></p> <p>Emoluments up to Rs. 30,000 per month based on the relevant experience of the candidate</p>	<p>Graduate degree in IT/Computer Science. 3 years' experience of software and hardware maintenance.</p>	<ul style="list-style-type: none"> <li>Ensure upkeep and maintenance of the database.</li> <li>Assistance in Server maintenance and back-up.</li> <li>Support to the web portal team.</li> <li>Any other duties as assigned from time to time.</li> </ul>	01 Post Age limit: 35 Years
10.	<p><b>Front Office Assistant</b></p> <p>Emoluments up to Rs. 30,000 per month based on the relevant experience of the candidate</p>	<p>Graduate with knowledge of the use of computers.</p> <p>Three years' experience in handling office correspondences and front office work/reception.</p>	<ul style="list-style-type: none"> <li>To act as the first-point communication node for all the telephonic correspondences.</li> <li>To manage vehicle and meeting coordination requests.</li> <li>Assist in dispatch of official communications.</li> <li>To support smooth functioning of administrative activities.</li> <li>Any other task assigned from time to time.</li> </ul>	01 Post Age limit: 35 Years
11.	<p><b>Secretarial Assistant</b></p> <p>Emoluments up to Rs. 30,000 per month based on the relevant experience of the candidate</p>	<p>Graduate with knowledge of the use of computers.</p> <p>Three years' experience in handling correspondences, office management, file work, accounts and finance.</p>	<ul style="list-style-type: none"> <li>Assistance in drafting official communication.</li> <li>Recording notes of meetings and preparation of draft minutes.</li> <li>Managing meeting schedules, appointment calendar of the key personnel.</li> <li>Any other task assigned from time to time.</li> </ul>	01 Post Age limit: 35 Years
12.	<p><b>Multi-tasking Staff</b></p> <p>Emoluments up to Rs. 18,000 per month based on the relevant experience of the candidate</p>	<p>Holding Class 10 Certificate</p>	<ul style="list-style-type: none"> <li>Photocopying.</li> <li>Dispatch of official communications.</li> <li>Assistance in organizing meetings.</li> <li>Ensure cleanliness of the office space &amp; equipment.</li> <li>Any other task assigned from time to time.</li> </ul>	02 Post Age limit: 30 Years

The application format is available on our website [www.rcb.res.in](http://www.rcb.res.in). Interested candidates should fill their applications online with the requisite non-refundable fee of Rs. 1000/- (SC/ST/PH/Women candidates are exempted from payment of fees) **latest by 29.05.2020**.

Refund of unsuccessful or duplicate transactions may be claimed up to 1 month from the last date of submission of applications, after that no request will be entertained.

### **TERMS AND CONDITIONS**

1. The positions will be on contract, initially till the duration of the project (13 March 2021) which may be extended subject to extension of the project duration and at the discretion of the Competent Authority as per the requirement of the Centre.
2. The positions are subject to periodic evaluation of the performance of the incumbent and if, on such evaluation the performance is not found to be satisfactory, the contract will be terminated with one-month notice.
3. The appointment will be on full-time basis and he/she will not be permitted to take up any other assignment during the period of contract. The contract may be terminated by either party by giving one-month advance notice in writing.
4. The consolidated emoluments shown above are only indicative and shall be decided by the selection committee for the selected candidate based on his/her relevant experience and qualification. No other perks or allowances are admissible.
5. The incumbent will be required to conform to the rules and regulations of RCB in force from time to time and follow the discipline rules of the Centre failing which the contract may be withdrawn at any point of time.
6. The incumbent will not be considered to be a permanent employee of the Center and conferment of this contract will not imply any assurance or guarantee for regular employment in the Centre. The incumbent shall not claim for regularization or absorption in the Centre. However, the incumbent may apply for the advertised posts subject to meeting eligibility criteria for the post and as per institutional policy.
7. All educational, professional and technical qualifications should be from a recognized Board/ University.
8. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No- Objection Certificate' at the time of selection process.
9. No TA/DA will be paid for appearing in the interview. However, the outstation 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

10. Canvassing in any form will be a disqualification.
11. Vacancy shown above is indicative only and the number may increase or decrease as per requirement and at the discretion of the Competent Authority.
12. 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. The decision of the Centre in this regard will be final. No interim inquiries in this regard will be entertained.
13. The candidates should submit separate application for separate post.
14. The incumbent will be entitled for leave as admissible to the contractual staff of the Centre. The un-availed leave cannot be carried forward or for encashment.
15. Age relaxation as per Gol norms is available to eligible applicants. In all other cases, if a candidate is otherwise suitable, age relaxation of up to 3 years may be granted by the competent authority.
16. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Faridabad, Haryana.
17. 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.
18. The decisions of the Competent Authority, RCB will be final and binding in all cases.

**(Registrar)**