

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. 01/2019/Recruitment

### RECRUITMENT FOR TECHNICAL & ADMINISTRATIVE POSITIONS

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

- (1) **Business Development Manager** – Pay Level – 14 (one post)
- (2) **Controller of Administration** - Pay Level - 13A (one post)
- (3) **Finance Officer** – Pay Level – 13 (one post)
- (4) **Instrumentation Engineer** - Pay Level – 11 (one post)
- (5) **Senior Technical Officer** – Pay Level – 10 (two posts)
- (6) **Assistant Engineer** - Pay Level – 7 (one post)
- (7) **Documentation Assistant** - Pay Level – 6 (one post)
- (8) **Technical Assistant** - Pay Level – 6 (one post)
- (9) **Management Assistant** - Pay Level – 6 (one post).

For details, visit website [www.rcb.res.in](http://www.rcb.res.in). Last date for online receipt of application is 15 July 2019.

**Registrar**

**Advertisement No. 01/2019/Recruitment**

**RECRUITMENT FOR TECHNICAL & ADMINISTRATIVE POSITIONS**

Regional Centre for Biotechnology (RCB), 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 on Direct recruitment/ deputation/ contract basis:

S. No.	Name of the post & Grade Pay	Qualifications & Experience	Job Description	No. of post(s) & age limit
1	<b>Business Development Manager</b>  <b>Pay Level – 14</b> <b>(Rs. 144200 to</b> <b>Rs. 218200)</b>	<b><u>For Direct Recruitment</u></b> 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.  <b>Experience:</b> 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.  <b><u>For Deputation</u></b> 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	a) Meeting Targets, Planning & Monitoring of academic & training programmes of RCB. b) Work closely with the Executive Director (ED) to develop the academic & research outreach of RCB and help the Centre achieve its objectives and targets. c) Contribute to the formulation of placement plans, monitor their implementation. Plan and produce the publicity material. d) Management: Provide supportive leadership to ED in management of staff training & development of staff in a timely manner. e) Ensure that academic & training policies of the RCB, equal opportunities and health and safety legislation, together with good management practices, are consistently applied. f) Contribute to the development of policies and procedures for inter-institutional cooperation. g) Any other work assigned by the ED.	One post (UR)  Age Limit: (50 years for Direct Rectt. & 56 years for deputation)

		qualification and experience as prescribed above.		
2	<b>Controller of Administration</b>  <b>Pay Level- 13A</b> <b>(Rs. 1,31,100 to Rs. 2,16,600)</b>	<p><b><u>For Direct Recruitment</u></b></p> <p>a) A post-graduate degree in management or its equivalent.</p> <p>b) Minimum 20 years' experience in administrative and allied positions in the Government / Autonomous bodies of the Govt./ Reputed educational institutions or research establishments/ Public sector organizations.</p> <p>c) At least 3 years' regular service in position with Pay Level 13A or 5 years' regular service in position with Pay Level 13, or 8 years' service in Pay level 12.</p> <p>d) The candidate must have strong analytical, oral and written communication, and negotiation skills.</p> <p><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 13A or 5 years' service in posts with Pay Level 13 or its equivalent possessing educational qualification and experience as prescribed above.</p>	<p>a) Assist the Executive Director in all administrative matters relating to the Regional Centre.</p> <p>b) Act as the <i>ex-officio</i> Member Secretary of the Executive Committee and issue notices to convene meetings of the Executive Committee and to keep the official correspondence and minutes of all the statutory committee meetings of the Regional Centre.</p> <p>c) Oversee the overall administrative activities including establishment, finance, stores and purchase, engineering, estates and maintenance of the Regional Centre.</p> <p>d) Report to the Executive Director in the matters related to monitoring and evaluation of the administration of the Regional Centre for continuous improvement.</p> <p>e) Maintain the primary relationship for operations and maintenance of services within the National Capital Region, Biotech Science Cluster partners and the funding agencies.</p> <p>f) Be the custodian of records, the common seal and such other property of Regional Centre as the Executive Committee shall commit to his charge.</p> <p>g) Represent the Regional Centre in suits or proceedings by or against the Regional Centre, sign powers of attorney and verify pleadings or depute his representative for the purpose.</p> <p>h) Perform such other duties as may be specified in the Ordinances, or the regulations, or as may be assigned to him from time-to-time by the Executive Director for the purposes of the Regional Centre.</p>	<p>One Post (UR)</p> <p>Age limit: (50 years for Direct Rectt. &amp; 56 years for deputation)</p>
3	<b>Finance Officer*</b> <b>Pay level 13 in the pay-matrix of Rs.123100-215900</b>	<p><b><u>For Direct Recruitment:</u></b></p> <p>a) A post-graduate degree in finance.</p> <p>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.</p> <p>c) At least 5 years' regular service</p>	<p>a) The Finance Officer shall serve as the Member-Secretary of the Finance Committee.</p> <p>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.</p> <p>c) The Finance Officer shall hold and manage the financial</p>	<p>One post (UR)</p> <p>Age Limit (50 years for direct rectt. &amp; 56 years for deputation)</p> <p><b>*Note:</b> Candidates who</p>

		<p>in a position carrying Pay Level 12 or 8 years' service in a position carrying Pay Level 11.</p> <p>d) The candidate must have strong oral and written communication skills.</p> <p>e) Must have knowledge of modern management practices and use of computers.</p> <p><b><u>For Deputation:</u></b> Officers from the Central/State Governments/Universities/R&amp;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 above.</p>	<p>property and investments of the Regional Centre including trust and endowed property.</p> <p>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.</p> <p>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.</p> <p>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 methods of collection employed in the Regional Centre.</p> <p>g) The Finance Officer shall ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that annual stock verification of assets is conducted in all offices, departments, centres and specialized laboratories of the Regional Centre.</p> <p>h) The Finance Officer shall perform such other financial and administrative functions as may be assigned to him by the Executive Director.</p>	<p>have already applied for the post of Finance Officer against Advt. No. 05/2018, need not to apply again.</p>
4	<p><b>Instrumentation Engineer</b> <b>Pay Level – 11</b> <b>(Rs. 67700 to Rs. 208700)</b></p>	<p><b>For Direct Recruitment:</b></p> <p>a) BE/ B Tech degree in Electrical, Electronics, Instrumentation or relevant field and consistently excellent academic record.</p> <p>b) 6 years' scientific/ industrial/ research/ ICT or other relevant experience of which at least 5 years should be at the level of a Senior Scientific/ Senior Technical Officer or equivalent with sound knowledge of Scientific Instrumentation.</p>	<p>a) Organizing routine servicing schedules.</p> <p>b) Allocating work to a team of Technical Staff.</p> <p>c) Checking and calibrating instruments to make sure they are accurate.</p> <p>d) Fitting new parts.</p> <p>e) Carrying out quality inspections.</p> <p>f) Responding immediately to equipment breakdowns.</p> <p>g) Fixing faults or arranging for replacements to be installed.</p> <p>h) Keeping Faculty in-charge informed of progress.</p>	<p>One Post (UR)</p> <p>Age limit: (40 years for Direct Recrtt. &amp; 56 years for deputation).</p>

		<p><b>For Deputation:</b> Officers from the Central / State Governments / Universities / University level R&amp;D institution, or PSU: holding analogous post or with at least 5 years' service in posts with Pay Level 10 or its equivalent, and possessing educational qualification and experience as prescribed above.</p>	<p>i) Organising teams to make sure 24-hour cover is available. j) Making scheduled checks on equipment and parts. k) Finding and fixing faults and recalibrating instruments. l) Oiling and cleaning machinery and parts. m) Servicing/ replacing parts according to schedule of AMC/CAMC. n) Responding immediately to instruments breakdowns. o) Any other work assigned by the ED/Faculty-in-Charge.</p>	
5	<p><b>Senior Technical Officer</b>  <b>Pay Level – 10 (Rs. 56100 to Rs. 177500)</b></p>	<p><b>For Direct Recruitment:</b> a) BE/ B Tech (Electrical/ Civil/ Instrumentation/ Mechanical / Information Technology) /MPharma or equivalent qualification or MCA or MSc with 5 years' experience in the relevant field with Pay Level 7 at a government organization, or at asimilar position in a reputed organization.  b) Demonstrated experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development.  <b>Desirable:</b> a) Knowledge of GLP. b) Understanding of government rules and procedures for execution of maintenance works.  <b>For Deputation:</b> Officers from the Central / State Governments / Universities / University level R&amp;D institutions, or PSU: holding analogous post or with at least 5 years' service in posts with Pay Level 7 or its equivalent, and possessing educational qualification and experience as prescribed above.</p>	<p>a) Validate methods and equipment and write SOPs for the various technical processes. b) Train staff in the use of SOPs and carry out QC checks at regular intervals. c) Carry out testing of samples as per the SOPs. d) Maintain equipment in a qualified state and provide technical services to the user scientists. e) Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the facility. f) Troubleshoot problems with instruments and methods. Help user scientists in data acquisitions. g) Maintain the teaching lab operations and assist the faculty in training the students. h)Any other work assigned by the ED/Faculty-in-Charge.</p>	<p>Two Posts (UR)  Age limit: (35 years for Direct Rectt. &amp; 56 years for deputation)</p>
6	<p><b>Assistant Engineer</b> <b>Pay Level – 7 (Rs. 44900 to Rs. 142400)</b></p>	<p><b>For Direct Recruitment:</b> 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</p>	<p>a) Look after the construction projects of Civil structures/ Electrical works to be executed through tendering/quotations; liaise with construction in preparation of design, tender documents for inviting offers for major works; monitor execution of works, certify payments as per established procedures, plan and design. b) Plan &amp; monitor execution of smaller works, and maintenance</p>	<p>One Post (UR)  Age limit: (30 years for Direct Rectt. &amp; 56 years for deputation)</p>

		<p>work estimate preparation.</p> <p><b>Desirable:</b></p> <p>a) Knowledge of Computer–Aided Design (CAD) and latest Management Technology or other relevant software.</p> <p>b) Experience of working with high tension lines, electrical maintenance, project planning, monitoring and management.</p> <p>c) Understanding of government rules and procedures for execution of engineering works.</p> <p><b>For Deputation:</b></p> <p>Officers from the Central/ State Governments / Universities / University level R&amp;D institutions, or PSU: holding analogous post, or with at least 5 years’ service in posts with Pay Level 6 or its equivalent, and possessing educational qualification and experience as prescribed above.</p>	<p>activities pertaining to civil and electrical works.</p> <p>c) Coordination of the activities of the Building Committee of the Centre.</p> <p>d) Any other work assigned by the ED.</p>	
7	<p><b>Documentation Assistant</b></p> <p><b>Pay Level – 6</b> <b>(Rs. 35400 to Rs. 112400)</b></p>	<p><b>For Direct Recruitment:</b></p> <p>a) Graduate degree in any discipline, preferably life sciences, with 3 years ‘relevant experience in a reputed organization.</p> <p>b) Experience of office administration, maintaining Library services, or creation and maintenance of database and websites.</p> <p>c) Proficiency in use of computers for word processing and data handling.</p> <p><b>Desirable:</b></p> <p>Understanding of government rules and procedures.</p> <p><b>For Deputation:</b></p> <p>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.</p>	<p>a) Independently develop and maintain information resources/ computerized information services including data backup and recovery.</p> <p>b) Manage electronic subscriptions, procure relevant scientific and technical information on biotech sciences, online search of databases.</p> <p>c) Maintain liaison with national and international organizations for exchange of information, data management and other routine work as may be assigned from time to time.</p> <p>d) Any other work assigned by the ED.</p>	<p>One Post (OBC)</p> <p>Age limit: (30 years for Direct Rectt. &amp; 56 years for deputation)</p>
8	<p><b>Technical Assistant</b></p> <p><b>Pay Level – 6</b> <b>(Rs. 35400 to Rs. 112400)</b></p>	<p><b>For Direct Recruitment:</b></p> <p>a) BE /BTech/ B Pharm/ MSc, with 3 years’ relevant experience in a reputed organization.</p> <p>b) Experience of maintenance of scientific equipment, or research support to scientists, or system administration and software</p>	<p>a) Assist in management of biotechnology laboratories.</p> <p>b) Maintain and coordinate use of scientific equipment and infrastructure.</p> <p>c) Preparation of scientific reports.</p> <p>d) Maintenance of data-bases.</p>	<p>One Post (OBC)</p> <p>Backlog vacancy</p> <p>Age limit: (30 years for Direct Rectt. &amp;</p>

		<p>development, or creation and maintenance of database and websites.</p> <p>c) Proficiency in use of computers for word processing and data handling.</p> <p><b>Desirable:</b> Understanding of government rules and procedures.</p> <p><b>For Deputation:</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>e) Preparation of technology related policies, IPR and legal issues.</p> <p>f) Any other work assigned by the ED.</p>	56 years for deputation)
9	<p><b>Management Assistant</b></p> <p><b>Pay Level - 6 (Rs. 35400 to 112400)</b></p>	<p><b><u>For Direct Recruitment:</u></b></p> <p>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.</p> <p>b) Three years' experience in office procedures preferably in a government R&amp;D institution.</p> <p>c) The candidate must have strong oral and written communication skills.</p> <p><b><u>For Deputation</u></b> 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>	<p>The incumbent will have to deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases, Storekeeping, Noting &amp; Drafting, Typing and maintenance of all relevant records.</p>	<p>One Post (OBC)</p> <p>Age limit: (30 years for Direct Rectt. &amp; 56 years for deputation)</p>

The application format is available at our website [www.rcb.res.in](http://www.rcb.res.in). Interested candidates should fill their applications online with the requisite fee of Rs. 1000/- (SC/ST/PH candidates are exempted from payment of fees) **latest by 15 July 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 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 7<sup>th</sup> 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 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. Candidates applying for deputation/ permanent absorption may invariably get their application forwarded through proper channel.
7. 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. The period and terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.
8. Canvassing in any form will be a disqualification.
9. 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. The age limit, qualification and other requirements for any post may be relaxed by the Controlling Authority. 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 interview. Only the candidates shortlisted by a duly constituted Screening Committee will be called for written test/interview and/or skill test. In case a large number of applications are received for each post, the Screening Committee may limit the number of candidates to those possessing higher qualification or alternatively may arrange written screening tests for short-listing the candidates. The decision of the Centre in this regard will be final. No interim inquiries in this regard will be entertained.
11. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Faridabad.

Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications / decisions given / to be given by the Competent Authority at RCB, regarding process for recruitment shall be final and binding.

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