



NATIONAL INSTITUTE OF IMMUNOLOGY

(an autonomous research institute)

Aruna Asaf Ali Marg, New Delhi -110067

National Institute of Immunology (NII) is an autonomous research Institute under the administrative control of Department of Biotechnology, Ministry of Science and Technology, Government of India. The Institute is located in the institutional area on Aruna Asaf Ali Marg, adjacent to Jawaharlal Nehru University. NII invites applications for the post of **Senior Manager on deputation basis** in Level-13 of Pay Matrix as per 7th CPC (PB-4, GP of Rs. 8700/-, as per 6th CPC) from qualified, dynamic, result-oriented and dedicated Officers possessing Graduate qualification in any discipline and having knowledge of Administration, Engineering, Estate, Finance, Stores etc.

2. Job-Profile: The selected officer will be responsible for implementing institutional policies and meeting requirements for the whole gamut of administrative, financial, estate, engineering, documentation and stores & purchase matters. He/she will be the senior most officer of the Institute's administration / management affairs and is expected to handle planning, coordination, direction and implementation of all administrative plans and programmes of the Institute. He/She will also be responsible for providing support/inputs for policy making / decision making bodies such as Governing Body / Finance Committee / Academic Committee, including preparing agenda, minutes and action taken report thereon, and liaise with different departments. He/she shall also carry out such other responsibilities as delegated by the Director from time to time.

3. Eligibility conditions: Officers of the Central Government/State Government, Semi-Government Organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, holding analogous post in terms of the pay scale and status; or the Officer has worked for at least five years on the lower post in Level-12 of Pay Matrix as per 7th CPC (PB-3, GP of Rs. 7600/-, as per 6th CPC) are eligible to apply on deputation basis.

4. Age Limit and tenure:

- 4.1 Not exceeding age of 56 years as on the closing date of receipt of applications;
- 4.2 The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization shall not exceed 5 years;

5. Other Terms and Conditions:

- 5.1 The deputation will be governed by the standard terms and conditions of deputation in accordance with applicable rules in force and as amended from time to time and other instructions of Government issued in this regard from time to time.
- 5.2 All Educational and Professional qualifications should be from a recognized Board / University.

6. How to apply:

- 6.1 Complete application strictly as per the format available on NII/DBT website, with a passport size photograph fixed at the space shown in the format, alongwith all relevant documents mentioned below, superscribing the cover 'Application for the post of Senior Manager, NII', should be sent to Director, National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067:
 - (a) Self attested documents like proof of age, academic and professional qualification, experience certificate, disability and community certificate (in case of PH/SC/ST/OBC candidates only);
 - (b) Employer's Certificate, attested photocopies of APARs for the last 5 years.
 - (c) Vigilance Clearance.

- 6.2 **Last date for receipt of applications** - Within 30 days from the date of publication of the advertisement in Employment News. The closing date for candidates from Andaman & Nicobar and Lakshadweep Islands, North Eastern Region (NER), Ladakh region of J&K, Sub-division Chamba and Lahaul and Spiti districts of Himachal Pradesh, will be 45 days.
- 6.3 Applications received after the last date or otherwise found incomplete for want of APARs/No Objection/Vigilance Clearance Certificate or without the seal of the office will be rejected outrightly.
- 6.4 Canvassing in any form will be a disqualification.
- 6.5 The Institute reserves the right to reject any or all applications without assigning any reasons whatsoever.
- 6.6 The detailed advertisement and format of application is available on the website viz. www.nii.res.in or www.dbtindia.nic.in. The advertisement has also been uploaded on National Career Service (NCS) portal.

Note:

- (1) Women candidates fulfilling the requirements are encouraged to apply.
- (2) “In case of any discrepancy in Hindi Language, the English version as contained in the English Advertisement will be treated as final”

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Please affix
Recent
photograph

APPLICATION FORMAT FOR SENIOR MANAGER

- (1) Name of the applicant (in Block letters):
- (2) Parent's / Husband's name:
- (3) Date of Birth & Age:
- (4) Gender:
- (5) Postal Address
- (6) E-mail and telephone No.(s):
- (7) Permanent Address:
- (8) Nationality:
- (9) Marital Status:
- (10) Whether belongs to SC/ST/OBC/PH:
(if yes, please attach certificate)
- (11) Details of Qualifications (from Matriculation onwards):

Sl. No.	Degree	Board/University	Division	Year of Passing	Subject

- (12) Details of Present employment and Past experience (from current to oldest)

Sl. No.	From	To	Name of Organization	Position held	Scale of Pay	Nature of duties

- (13) Professional Training undergone, if any,:
- (14) Present pay scale and the date of drawing
Total emoluments drawn:
- (15) Names and complete addresses along- (i).....
with e-mail, fax and telephone nos. (ii).....
of three referees who can comment (iii).....
on the candidate's suitability
and temperament (**not relatives/friends**):

- (16) **DECLARATION**

Ihereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature /appointment shall be liable to cancellation even after appointment.

Place:.....

Date:

.....
Signature of the Candidate

EMPLOYER CERTIFICATE

- (i) Certified that Sh/Ms holds a permanent post ofunder the since.....
- (ii) The integrity of Sh/Ms..... is beyond doubt.
- (iii) He/she has submitted his/her application to the office on and his/her Pay Level/Pay Band is having Grade Pay of Rs..... in the parent office.
- (iv) This office has no objection in case the application of Sh/Ms.....is considered for appointment on Deputation for the post of Senior Manager at the NII. Further, it is certified that Sh/Ms.....shall be relieved immediately in case of his/her selection in NII at the post applied for.
- (v) The information given by Sh/Ms..... in the application Proforma have been verified with reference to his/her service records and found correct.
- (vi) No Vigilance or disciplinary case is pending or contemplated against the official concerned during last 10 years.
- (vii) Up-to-date ACR/APAR of the concerned official for the last five years i.e..... are enclosed.

Date:

Place:

Signature
Head of Office/Department
With official Seal