

REGIONAL CENTRE FOR BIOTECHNOLOGY

An institution of education, training & research
(established by the Department of Biotechnology, Govt. Of
India under the auspices of UNESCO)

NCR Biotech Science Cluster, 3rd Milestone,
Faridabad – Gurgaon Expressway, Faridabad (121001), Haryana

Advertisement No. 03/2018/Administrative Positions

RECRUITMENT FOR 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 candidates for the following posts on Direct recruitment/deputation / contract basis.

S. No.	Name of the post and Grade Pay	Qualifications and Experience	Job description	No. of posts and age limit
1	Controller of Administration Pay Level- 13A (Rs. 1,31,100 to Rs. 2,16,600)	<u>For Direct Recruitment</u> a) A post-graduate degree in management or its equivalent. 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. c) At least 3 years' regular service in position carrying GP of Rs. 8900 or 5 years' regular service in position carrying GP of Rs. 8700, or 8 years' service in the position carrying GP of 7600. d) The candidate must have strong analytical, oral and written communication, and negotiation skills. <u>For Deputation</u> 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 GP of Rs. 8900 or 5 years' service in posts with GP of Rs. 8700 or its equivalent possessing educational qualification and experience as prescribed above.	a) Assist the Executive Director in all administrative matters relating to the Regional Centre. b) Act as the ex-officio 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. c) Oversee the overall administrative activities including establishment, finance, stores and purchase, engineering, estates and maintenance of the Regional Centre. d) Report to the Executive Director in the matters related to monitoring and evaluation of the administration of the Regional Centre for continuous improvement. e) Maintain the primary relationship for operations and maintenance of services within the National Capital Region Biotech Science Cluster partners and the funding agencies. 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. g) Represent the Regional Centre in suits or proceedings by or against the Regional Centre, sign powers of	One Post Age limit: 50 Years

			<p>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>	
2	<p>Administrative Officer</p> <p>Pay Level - 11 (Rs. 67,700 to Rs. 2,08,700)</p>	<p><u>For Direct Recruitment</u></p> <p>a) A post-graduate degree in any discipline.</p> <p>b) Minimum 10 years' experience in HR, administration, science communication, purchase department in a reputed organization.</p> <p>c) Those in govt. service must have at least 4 years' experience in a position carrying GP of Rs. 5400, or 8 years' experience in a position carrying GP of 4600.</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><u>For Deputation</u></p> <p>Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post or with at least 5 years' relevant experience in Grade Pay of Rs.5400 plus qualification as prescribed above.</p>	<p>Looking after Administrative / Establishment / Personnel / Academic and training matters, discipline, drafting and execution of rules / regulations; holding meetings of the board of Governors, Executive Committee, Programme Advisory Committee and the Finance Sub-Committee, drafting of Agenda / minutes, maintaining confidential records and liaise with different departments.</p> <p>Perform any other duties assigned to him by the RCB Executive Director from time to time.</p>	<p>Two Post</p> <p>Age limit: 40 Years</p>
3	<p>Management Assistant</p> <p>Pay Level - 6 (Rs. 35,400 to 1,12,400)</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&D institution.</p> <p>c) The candidate must have strong oral and written communication skills.</p> <p><u>For Deputation</u></p> <p>Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post, or with at least 3 years' service in post with GP of Rs. 2800 or its equivalent, and possessing educational qualification and experience as prescribed above.</p>	<p>The incumbent will deal with any of the matters concerning Personnel, Establishment, Estate Management, Cash handling, Billing, Accounting, Purchases, Storekeeping, Noting & Drafting, Typing and maintenance of all relevant records.</p> <p>Perform any other duties assigned to him by the RCB Executive Director from time to time.</p>	<p>Three Posts 1-UR, 2-OBC (1-OBC Backlog)</p> <p>Age limit: 30 Years</p>

Details of terms and conditions of appointment and application format is available on website www.rcb.res.in, www.rcb.ac.in. The number of vacancies in respect of Administrative Officer may vary due to administrative reasons.

Interested candidates should submit their applications online in the prescribed format along with fee of Rs. 1000/- for UR & OBC and Nil for SC/ST/PH candidates upto 15.07.2018. Candidates should ensure that they meet all the eligibility criteria. Certificates will be verified only at the time of interview and candidates who do not possess any supporting documents will not be entertained in the recruitment process any further.

OTHER 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 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 is the experience acquired after obtaining the minimum educational qualifications required for the post.
4. There will be no restriction on age for Regular employees of RCB.
5. All educational, professional and technical qualifications should be from a recognized Board / University.
6. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
7. 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.
8. The officers selected for appointment on deputation may either retain their pay level applicable to them plus deputation allowance and other allowances as admissible in their parent cadre, or draw their pay in the appropriate pay level indicated against the post. The period and terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.
9. Initial two years of the Officer appointed on deputation will also be treated as probationary period and will not be eligible to seek absorption.
10. Canvassing in any form will be a disqualification.
11. 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 short listed by a duly constituted Screening Committee will be called for 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.

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