

NATIONAL BRAIN RESEARCH CENTRE

(Deemed University)



(An Autonomous Institute of the Dept. of Biotechnology,
Ministry of Science & Technology, Government of India)
NH-8, Manesar- 122 052, Distt.-Gurgaon, Haryana
Tel : 0124 –2845 200, 201, 208
E-mail: admin.nbrc@nbrc.ac.in

Advertisement No. 06/2023

National Brain Research Centre (NBRC), Manesar, is an apex co-ordinating body for research in Neuroscience with the objective of undertaking basic research towards understanding brain structure and function in health and disease. The centre is located at Manesar, Haryana, 50 km from New Delhi. NBRC would like to recruit suitable person for the following position:-

Designation	Pay Level	No. of post (Reservation)/ Age limit / Post Code	Mode of recruitment	Prescribed Educational Qualifications/ minimum experience/ competency
Personal Secretary	Level-07	<p>01 (UR)</p> <p><u>For Direct Recruitment</u> 30 years as on the last date of the receipt of application</p> <p>[Relaxable as per DoPT, O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012 as provided under NBRC RRs-2018]</p> <p><u>For Deputation (including short term contract)</u> 56 years as on the last date of the receipt of application.</p> <p>Post Code : 001</p>	By Direct Recruitment/ Deputation (including short term contract) / Absorption	<p><u>(a) For Direct Recruitment</u></p> <p>(i) Graduate with proficiency in shorthand (120 wpm) and typing (50 wpm). Candidates should be proficient in use of word processor and spread sheet software, conversant with secretarial practice or passed stenographers' examination conducted by staff selection commission or any other institution recognised for the purpose;</p> <p>(ii) Five years' experience in the relevant field preferably in a Central or State Government Department, university or educational/ scientific/ research institution, PSU/ autonomous body under Central or State Government.</p> <p>Desirable: Knowledge of Govt. rules and regulations, computer applications / information management system (preparing PowerPoint presentation).</p>

				<p>(b) For Deputation (including short term contract): Officials from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies/ PSUs under Central or State Governments, subject to fulfilment of the following conditions: 1. (a) holding analogous post on regular basis in the parent cadre; OR (b) with three years' regular service in related field at level 6 or six years' service at level 5 or eight years at level 4 and 2. Possessing the qualifications prescribed for direct recruits.</p>
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General Conditions: -

1. The initial appointment by Direct recruitment/ contract including short term (>2 years) shall be on probation for a period of 2 years from the date which he/she assumes charge of the post.
2. The probation period of a staff member may be terminated or extended for a period not exceeding two years with the approval of the authority
3. Canvassing in any form will be a disqualification.
4. The post advertised shall be need based without any commitment for its filling.
5. Candidates who are desirous of being considered for the above post and who can be relieved immediately on selection may apply in the prescribed application form attached along with this information sheet. Application form in the prescribed application format along with the following documents must reach Administrative Officer, National Brain Research Centre, Nainwal Road, Manesar 122052, Gurgaon, Haryana.
 - a) Self-Attested copies of Certificates.
 - b) Application Fee (non-refundable) Rs. 200/- for General, Rs. 100/- for SC/ST/OBC/Women Candidates in the form of Demand Draft in favour of "Director, NBRC" payable at Gurgaon/ Manesar.
 - c) Names of three references working in senior positions, who can certify the working/ conduct of the candidate.
6. Advertisement No., Name of the post and Post Code applied for should be clearly mentioned on the Envelope and on the Application Form, failing which the application will not be considered. Applications received **after the last date, without proper desired Demand Draft, without self-attested copies of testimonials and certificates etc. /incomplete applications may be rejected. NBRC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.** The application fee can also be paid online, and the receipt should be attached with application. The bank details are as follows:-

BANK ACCOUNT DETAILS

INSTITUTION ACCOUNT NAME	National Brain Research Centre
ACCOUNT NO.	056010100453998
IFSC CODE	UTIB0000056
BANK NAME (in full)	Axis Bank Ltd.
SWIFT CODE	AXISINBB056

7. **Nationality:** Indian citizens only shall be eligible to apply.
8. The applicants in Government/Semi-government organizations/ public sector undertaking/ autonomous organizations shall have to submit a 'No Objection Certificate' from the present employer either with application form or at the time of Interview, if shortlisted. Such applicants shall not be interviewed in case of their failure to produce the 'NOC'.
9. The applicants in Government/Semi-government organizations/ public sector undertaking/ autonomous organizations applying on Deputation Basis must be forwarded their application through proper channel along with the following documents:
 - a) Self-Attested copies of Certificates.
 - b) Vigilance Clearance Certificate
 - c) Integrity Certificate
 - d) Copies of ACRs/ APARs for last 05 years attested by employer.
 - e) List of major & minor penalties imposed, if any, during last 10 years.
10. Deputation will be governed as per rules of deputation of GOI as amended from time to time.
11. Merely fulfilling the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Since it may not be possible to call all the candidates for interview, the applications will be short listed and the decision of the duly constituted Screening Committee will be final. The Centre will not entertain any correspondence in this respect and interim enquiries will not be attended to.
12. Candidate may specify the category they belong to and attach documentary proof in case they belong to OBC/SC/ST/PH/Ex-serviceman category.

Terms & conditions and Application Form may be downloaded from the website of NBRC (www.nbrc.ac.in)

- ➔ Last date for receipt of completed application form is **06.11.2023.**
- ➔ Last date for candidates domiciled in North Eastern States, Andaman Nicobar Island, Lakshadweep, Jammu and Kashmir is **21.11.2023.**