

# NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS



P.O.: N.S.S., Kalyani 741251, West Bengal, INDIA

Advertisement No: NIBMG/Admn/Estb/Rectt/2018-19/01

dated: 28/05/18

## RECRUITMENT NOTIFICATION

The National Institute of Biomedical Genomics (NIBMG) is an Autonomous Institute of the Government of India, under the aegis of the Department of Biotechnology. This is the first Institution on India explicitly devoted to research, training, translation, service and capacity building in biomedical genomics. Details of the Institute are available at [www.nibmg.ac.in](http://www.nibmg.ac.in)

Applications are invited from suitable candidates for the following positions.

Post ID	Post	No. of Vacancies	Category
1801	Senior Manager (Administration & Finance)	One	1UR
1802	Administrative Officer	One	1 UR
1803	Senior Technical Officer	One	1 UR
1804	Technical Assistant/ Senior Laboratory Technician	Two	2 UR
1805	Management Assistant	One	1 OBC
1806	Junior Management Assistant	One	1 UR

1. Interested eligible candidates, as per detailed job specifications, should apply in the prescribed application format through SPEED POST only.
2. Hard copy of the application and the enclosures should be sent to the address mentioned below in an envelope by **SPEED POST** only.

To  
The Director,  
National Institute of Biomedical Genomics,  
P.O.: NSS,  
Kalyani- 741251,  
West Bengal.

On the top of the envelope containing the application, the following should be clearly mentioned :

**"Application for the Post of ..... Post ID-....."**

3. Last date of receipt of application along with documents : **July 23, 2018** .The closing date for the candidates residing abroad, Andaman & Nicobar and Lakshadweep Island, States / Union Territories in the North Eastern region, Ladakh region of J&K, Sikkim, Sub division Chamba and Lahaul and Spiti districts of Himachal Pradesh is **August 07, 2018**

The eligibility and other details for the above mentioned posts at NIBMG are stated as hereunder:

**DETAILED JOB SPECIFICATIONS:**

<b>Post ID - 1801</b>	<b>Sr. Manager (Administration &amp; Finance)</b>
Nature of Post	Group 'A', Permanent (after satisfactory completion of probationary period)
Pay Band	Level 13 in Pay Matrix (7 <sup>th</sup> Pay Commission)
Upper Age Limit for Direct Recruits	Not exceeding 50 years.
Category	UR
Essential Qualification	Graduate from a recognized University and Post Graduate Diploma in Management (Personal/Material Management/Finance) / Master in Management Studies (Human Resource/ Finance)/ Master of Business Administration (Human Resource/Finance/Material Management) from recognized Institute/Chartered Accountant/ICWA with 12 years of experience.
Desirable Qualification	Practical knowledge of Modern Management Practices, Computer Application/ Management Information Systems. Candidates who have worked in Scientific Research Institutes, Teaching Institutes and persons of proven leadership qualities will be preferred.
Job Description	Will function as the overall in-charge of Administration, Engineering, Estates, Finance and Stores in the Institute. The Sr. Manager (A&F) may be entrusted by the Governing Body/Director from time to time to carry out such other responsibilities as delegated.
<b>Post ID -1802</b>	<b>Administrative Officer</b>
Nature of Post	Group 'A', Permanent (after satisfactory completion of probationary period)
Pay Band & Grade Pay	Level-11 in Pay Matrix (7 <sup>th</sup> Pay Commission)
Upper Age limit for Direct Recruits	Not exceeding 40 years as on the closing date of receipt of applications.
Essential Qualification for Direct Recruits	<u>Educational</u> : Graduate from a recognized University and P.G. Diploma in Management (Personnel/Human Resource/Masters in Management Studies (Human Resource Management) /Masters in Business Administration (Human Resource)/from any recognised University with at least four years of experience in relevant administrative work.
Category	UR
Desirable Qualifications	(a) Knowledge of Central Government rules; (b) Work experience in an

	Academic Institution.
Job Description	The Administrative Officer will be responsible for various administrative activities of the Institute, including but not limited to establishment matters; maintenance of discipline; drafting and implementation of rules and regulations, office orders and office memos; academic matters related to admission to courses, organizing running of courses, welfare of students; and, any other responsibility that may be entrusted to him/her by Manager (Administration) , Senior Manager (A&F) and Director.
<b>Post ID - 1803</b>	<b>Senior Technical Officer</b>
Nature of Post	Group 'A', Permanent (after satisfactory completion of probationary period)
Pay Band & Grade Pay	Level-10 in Pay Matrix (7 <sup>th</sup> Pay Commission)
Upper Age Limit	Not exceeding 35 years as on the closing date of receipt of applications
Essential Qualification	Bachelor of Technology / Master of Science or equivalent in Biotechnology and allied disciplines with 09 years of experience for graduate and 06 years of experience for Post graduate.
Category	UR
Desirable Qualification	Experience of work in molecular biology/genetics wet lab or analysis of human genetics data and computer programming.
Job Description	The Senior Technical Officer will provide technical support , as required , to the Platform Technology Division of the Institute
<b>Post ID -1804</b>	<b>Technical Assistant/Senior Laboratory Technician</b>
Nature of Post	Group 'B', Permanent (after satisfactory completion of probationary period)
Pay Band & Grade Pay	Level-7 in Pay Matrix (7 <sup>th</sup> Pay Commission)
Upper Age Limit for Direct Recruits	Not exceeding 30 years as on the closing date of receipt of applications
Category	UR
Essential Qualification	Bachelor of Science / Bachelor of Technology / Master of Science or equivalent in Biotechnology and allied discipline from recognized University / Institute with 5 years of work experience in Platform Technology.
Desirable Qualification	Experience of work in molecular biology/genetics wet lab or analysis of human genetics data and computer programming.
Job Description	The Senior Laboratory Technician will provide technical support , as required , to the Platform Technology Division of the Institute
<b>Post ID - 1805</b>	<b>Management Assistant</b>
Nature of Post	Group 'B', Permanent (after satisfactory completion of probationary period)
Pay Band & Grade Pay	Level-6 in Pay Matrix (7 <sup>th</sup> Pay Commission)
Upper Age Limit for Direct Recruits	Not exceeding 30 years as on the closing date of receipt of applications
Category	OBC

Essential Qualification	Graduate (Science / Commerce) with 03 years of work experience
Desirable Qualification	NA
Job Description	The Management Assistant will be required to deal with matters connected with Administration /Academic/Estate. He/She will be required to deal with Establishment/Personnel cases, application of rules /bylaws and policies and deal with cases relating to allotment of residences, academic matters, security, cleaning work, management and supervision of lower level staff. In regard to Accounts, He/she will be required to deal with scrutiny of bills including construction, accounts bills, management of contracts, preparation of statement of accounts, balance sheet, salary and wage bills, budget forecasting. He/She will be also involved with stores, purchase, contract management/inventory management/physical stock verification and such other matters in all these areas as may be entrusted to him/her by senior officers of Administration & Finance and Director.
<b>Post ID - 1806</b>	<b>Junior Management Assistant</b>
Nature of Post	Group 'C', Permanent (after satisfactory completion of probationary period)
Pay Band & Grade Pay	Level-4 in Pay Matrix (7 <sup>th</sup> Pay Commission)
Upper Age Limit for Direct Recruits	Not exceeding 25 years as on the closing date of receipt of applications
Category	UR
Essential Qualification	12 <sup>th</sup> Pass
Desirable Qualification	NA
Job Description	The Junior Management Assistant will be required to deal with matters connected with Administration/Finance/Academic/Estate/Stores and such other matters in these areas as may be entrusted to him/her by Manager (Admin)/Manager (Finance), Senior Manager(A&F) and Director.

**NOTE:-**

For applicants having work experience in private companies, their monthly emoluments excluding Medical, Leave encashment and Employer's contribution towards social security shall be compared to the required salary level and will be treated as equivalent level. The same shall be verified from relevant pay certificate/certified pay slip. In addition, in case of experience in PSU where pay scales are different and not as per the specified pattern, the equivalent level will be decided considering the different hierarchical level in the executive/officer cadre, pay scales & emoluments , period of service in different grades and position of applicant in the hierarchy . The decision of NIBMG shall be final and binding in this regard. ***Such candidates are required to provide all supportive details in respect of their eligibility along with their application.***

### **RELAXATION AND CONCESSIONS:-**

1. Reservation/Relaxation/Concession of candidates belonging to different categories shall be as per Government of India directives.
2. Reservation/Relaxation/Concession for SC/ST/OBC candidates (as applicable) will be subject to submission of Caste certificate in the GOI prescribed format issued by a competent authority along with the application and at time of interview, if called for.
3. SC/ST/PwD/Ex-SM candidates are exempted from payment of application fees.
4. Details of reservation of vacancies shall be as indicated in Page-1 of this detailed advertisement.

### **SELECTION PROCESS:**

The selection process shall consist of scrutiny of Applications and Short Listing, Written Test and/or Personal Interview of shortlisted candidates. Application of candidates shall be scrutinized based on the eligibility criteria and job description given and the details of experience provided by the candidates.

1. In the event of number of applications being large, Institute will adopt Short Listing Criteria to restrict the number of candidates to be called for interview to a reasonable number, only from eligible candidates by any or more of the following methods.
  - (a) On the basis of higher qualifications than the minimum prescribed in the advertisement;  
or
  - (b) On the basis of Higher Experience in the relevant field than the minimum prescribed in the advertisement;  
or
  - (c) By counting experience before or after the acquisition of essential qualifications;  
or
  - (d) By holding a Recruitment Test.

The candidate should therefore, provide complete information related to his/her qualifications and experience in the relevant field over and above the minimum qualifications. However they must ensure that all information provided is true.

***“NIBMG reserves the right to raise the minimum eligibility standards/ criteria and /or to conduct a screening test, to restrict the number of candidates to be called for Personal Interview, if so required.”***

The decision of NIBMG regarding scrutiny of applications and shortlisting shall be final and binding.

Appointment of selected candidates will be subject to their being found medically fit in the Pre-Employment Medical Examination.

### **PAY AND ALLOWANCES:**

Pay & Allowances and other benefits are same as applicable to Central Government Employees posted in Kalyani/Kolkata or place of posting.

### **HOW TO APPLY:**

1. Interested eligible candidates as per detailed eligibility criteria , should apply in the prescribed application format through **SPEED POST** only. Candidates should submit separate applications, if applying for more than one post.
2. Rs 100/- (Rupees One Hundred only) is payable by candidates (other than SC/ST/PwD/Ex-SM) towards non-refundable application fees in form of account payee demand draft drawn in favour of “ **NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS**” payable at **KALYANI**.
3. List of essential enclosures along with Application to be sent to NIBMG:
  - a) A/C Payee Demand Draft (Not applicable to SC/ST/PwD/Ex-SM candidates). Candidates should write their Name, Post ID, on the reverse of the Bank Draft.
  - b) Documents related to Essential Qualification (Passing Certificates and Mark Sheets)
  - c) Documents related to Other Qualification (Passing Certificates and Mark Sheets)
  - d) Documents related to Experience (**Present as well as Previous**)
    - (i) **Experience Certificate:** - Proof of Experience indicating post held, period of service. Pay scale/emoluments and area of experience. (In respect of PSU/Govt Employees indicating revised as well as pre revised pay scales with period details).
    - (ii) Pay Certificate from concerned organizations (Govt/Public/Private Sector) in support of experience in relevant pay scale/emoluments/equivalent level)
    - (iii) Chart clearly indicating Executive/Gazetted Officer Cadre in the Organisation and position of the applicant in the hierarchy for relevant experience.
    - (iv) All proof of experience shall be self-attested by candidate.
    - (v) Candidate will have to produce the originals for verification at the time of interview, if summoned.
  - e) Proof of Date of Birth ( X class Certificate /Birth Certificate)
  - f) Caste (SC/ST/OBC) Certificate for claiming Reservation/Relaxation/Concessions (as applicable)
  - g) Any other relevant document.

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**To  
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P.O.: NSS, Kalyani - 741251,  
West Bengal.**

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Last date of receipt of application along with documents: **July 23, 2018**. The closing date for the candidates residing abroad, Andaman & Nicobar and Lakshadweep Island, States / Union Territories in the North Eastern region, Ladakh region of J&K, Sikkim, Sub division Chamba and Lahaul and Spiti districts of Himachal Pradesh is **August 06, 2018**

4. Once applied, the applicants are advised to check the web as well as their registered e-mail regularly for any updates.

**Please note that only those applications which are received in NIBMG along with documents within last date of application for the post will be treated as valid for further scrutiny.**

**GENERAL INFORMATION AND TERMS & CONDITIONS:**

1. Only Indian Nationals of age 18 years and above are eligible to apply for NIBMG.
2. Before applying, the candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement
3. Essential qualification should be recognized in India and from a recognized Institution or University.
4. Application fees and bank charges are non-refundable even if the candidature is rejected for any reason.
5. Vacancies may vary depending upon the requirement.
6. Wherever CGPA/OGPA or Letter Grade in a degree/diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/Institute.
7. All computations of age, qualification, experience etc. shall be as on the closing date of receipt of applications. **Traineeship period will not be counted as experience.**
8. If any certificate etc. is issued in a language other than Hindi/English, Candidates are advised to submit a certified translation of the same in either Hindi or English Language at the time of Interview, if called for.

9. Applications that are not in conformity with the requirements indicated in the advertisement, incomplete applications, without application fees(if applicable) or necessary documents as prescribed or received after the last date will be rejected.
10. Mere submission of Application does not guarantee the adequacy of candidate for being considered for further selection process. Candidature shall be considered valid only after receipt of completed application along with application fees (if applicable) and required documents, as indicated in the **How to Apply** section by the last Date of application for the post.
- 11. NIBMG will not be responsible for any postal delay or loss of application in transit.**
12. Candidates working in Govt/ PSU/Autonomous Bodies are required to forward their application through proper channel or produce “No Objection Certificate” at the time of Interview.
13. NIBMG reserves the right to consider applicants for placement at a position lower than the advertised post, if suitable candidates are not available for the advertised positions.
14. NIBMG reserves the rights to cancel / restrict /enlarge/modify/alter the recruitment /selection process, if need so arise, without issuing any further notice or assigning any reason whatsoever.
15. Candidates selected in NIBMG may be posted anywhere in India.
16. For any further queries regarding the recruitment please send email to [recruitment@nibmg.ac.in](mailto:recruitment@nibmg.ac.in). Candidates are required to add this email id in their address book in order to avoid any email communication gap.
17. Candidates are liable to be rejected at any stage of recruitment /selection process or after joining, if any information provided by the candidate is not found to be in conformity with the eligibility criteria notified or if NIBMG comes across any evidence/knowledge that the qualification /experience/and any other particulars indicated in the application /other forms/formats are not recognized/false/misleading and /or amounts to suppression of information/particulars which should have been brought to the notice of NIBMG.
18. Legal jurisdiction will be Kolkata in case of any case/dispute.
19. All information regarding this recruitment process will be made available in the Career Opportunity Section of NIBMG Website only. Applicants are advised to check the website periodically for important updates.

DIRECTOR, NIBMG



**FORMAT OF APPLICATION**  
**(FOR THE ADMINISTRATIVE AND TECHNICAL POSTS AT NIBMG, KALYANI, WEST BENGAL)**

1. Name of the applicant (In Block Letters) .....
2. Father's/Husband's Name.....
3. Date of Birth (DD/MM/YY).....
4. Postal address:.....  
.....  
.....  
.....  
PIN.....  
E-mail.....  
Telephone.....

Affix Passport  
Size Photograph

5. Permanent Address :  
.....  
.....  
.....  
PIN.....
6. Nearest Railway Station / Airport : .....
7. Nationality.....
8. Marital Status: .....
9. Whether belongs to SC/ST/PH/OBC (if yes, attach certificate).....
10. Educational Qualification (from matriculation onward):

S. No.	Degree	Board/University	Division	Year of Passing	Subjects

11. Experience (from current to oldest):

S. No.	From	To	Name of Organization	Position held	Scale of Pay	Nature of Duties

12. Professional training undergone, if any, and details thereof.....
13. Any other relevant information that you may like to furnish: .....

Place:  
Date:

Signature of the Candidate