

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



Dated: 21.04.2026

ADVERTISEMENT NO. RCB/DBT-HRD PMU/01/2026/Rectt./HR
RECRUITMENT FOR VARIOUS CONTRACTUAL POSITIONS UNDER DBT-HRD PROJECT
MANAGEMENT UNIT (PMU) AT REGIONAL CENTRE FOR BIOTECHNOLOGY, FARIDABAD

Regional Centre for Biotechnology (RCB) is an institution of national importance and statutory body established by the Department of Biotechnology, Govt. of India with regional and global partnerships synergizing with the programmes of UNESCO as a Category II Centre. 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 Department of Biotechnology (DBT), Government of India has entrusted the Regional Centre for Biotechnology (RCB) for the management of the following key human resource development programmes through DBT-HRD Project Management Unit (DBT-HRD PMU):

1. Ramalingaswami Re-entry Fellowship Programme (RRF)
2. Junior Research fellowship Programme (JRF)
3. Post-Graduate Teaching Programme (PG Program)
4. DBT Research Associateship (RA) Program
5. Biotech Industrial Training Program (BITP)
6. DBT – TWAS Fellowship Program (TWAS)
7. DBT Bio-Care Program (Bio-Care)

RCB invites applications (in online mode) from dynamic, result-oriented and dedicated eligible candidates for following contractual position under the DBT-HRD PMU project:

S. No.	Name of the Post & Monthly Emolument	Qualifications & Experience	Job Description	No. of Post(s) & Age Limit
1.	Senior Accounts Assistant Monthly consolidated emoluments up to Rs. 66,000 per month based on the relevant experience of the candidate.	Essential Requirement: B.Com/BBA/CA/ICWA degree with 5 years' experience in accounts and finance in a reputed organization. Must have adequate IT skills and knowledge of Govt. Financial Rules and PFMS.	<ul style="list-style-type: none"> • Entry and verification of entries in the Accounting software. • Updating and reporting on the budget and spending. • Verifying the claims/ bills/ vouchers. • Examination of financial documents of program beneficiaries for fellowship disbursement. • Preparation of UC,SE. • To assist Project Manager in financial matters of PMU. • Any other task assigned from time to time. 	01 Post Age Limit: 45 Years

2.	<p>Project/Grants Executive</p> <p>Monthly consolidated emoluments up to Rs. 60,000/- per month based on the relevant experience of the candidate.</p>	<p>Essential Requirement:</p> <p>i.) M. Tech/ M. Sc/ B. Tech degree in Biotechnology or any area of Life Sciences with 3 years' relevant experience</p> <p>OR</p> <p>ii.) Graduate/Post Graduate degree in any discipline with 5 years' relevant experience.</p> <p>Minimum 3/5 years' experience (as specified respectively for i and ii above) in coordination and program management in the government, university, research institution, or other organizations of repute. Must have excellent written and oral communication skills. Well-versed with MS Office and other office communication tools.</p>	<ul style="list-style-type: none"> • Provide administrative support for effective implementation of the programme. • Liaise with beneficiaries for timely submission of documents. • Prepare letters and email communications for the beneficiaries. • Compile and collate program data/ database for submission to funding agency. • Assist in addressing queries and grievances of beneficiaries received via email and telephone. • Make administrative and logistic arrangements for organizing physical/ virtual meetings. • Any other task assigned from time to time. 	<p>01 Post</p> <p>Age Limit: 45 Years</p>
3.	<p>Administrative Assistant</p> <p>Emoluments up to Rs. 40,000/- per month based on the relevant experience of the candidate.</p>	<p>Essential Requirement:</p> <p>Graduate with knowledge of the use of computers. 5 years' experience in handling correspondences, office management, file work, accounts and finance.</p>	<ul style="list-style-type: none"> • Assistance in drafting official communication. • Recording notes of meetings and preparation of draft minutes. • Managing meeting schedules, appointment calendar of the key personnel. • Any other task assigned from time to time. 	<p>01 Post</p> <p>Age Limit: 35 Years</p>

Interested and eligible candidates may apply online at RCB website www.rcb.res.in with the requisite non-refundable fee of Rs. 200/- **latest by 20th May 2026**. SC/ST/PwD/Women candidates are exempted from payment of fees. Ex-Serviceman can also apply for suitable position and will be considered as per GOI norms.

Applications received through any other mode will not be accepted.

Refund of unsuccessful or duplicate transactions may be claimed up to 1 month from the last date of submission of applications, after that no request will be entertained.

TERMS AND CONDITIONS

1. The positions will be on contract, initially for a period upto 10.02.2027 (Project duration), which may be extended further subject to extension of the project and satisfactory performance of the incumbent. The duration of the project is likely to be extended further.
2. The positions are subject to periodic evaluation of the performance of the incumbent and if, on such evaluation the performance is not found to be satisfactory, the contract will be terminated with one-month notice.
3. The appointment will be on full-time basis and he/she will not be permitted to take up any other assignment during the period of contract. The contract may be terminated by either party by giving one-month advance notice in writing.
4. The consolidated emoluments shown above are only indicative and shall be decided by the Selection Committee for the selected candidate based on his/her relevant experience and qualification. No other perks or allowances are admissible.
5. The incumbent will be required to conform to the rules and regulations of RCB in force from time to time and follow the discipline rules of the Centre failing which the contract may be withdrawn at any point of time.
6. The incumbent will not be considered to be a permanent employee of the Center and conferment of this contract will not imply any assurance or guarantee for regular employment in the Centre. The incumbent shall not claim for regularization or absorption in the Centre. However, the incumbent may apply for the advertised posts subject to meeting eligibility criteria for the post and as per institutional policy.
7. All educational, professional and technical qualifications should be from a recognized Board/University. Experience shall be counted for work done after the qualifying degree for the relevant position.
8. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No- Objection Certificate' at the time of selection process.
9. Canvassing in any form will be a disqualification.
10. Vacancies shown above are indicative only and the number may increase or decrease as per requirement and availability of suitable candidates and at the discretion of the Competent Authority.
11. Candidates must ensure that he / she fulfils all the eligibility criteria as stipulated in the advertisement. If it is found that he / she does not fulfil the stipulated criteria during the recruitment process, the candidature of the candidate will be cancelled. If the same is noticed after the appointment, the candidate will be terminated following due process.
12. Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for the selection process. Only the candidates shortlisted by a duly constituted Screening Committee will be called for the selection process. The decision of the Centre in this regard will be final. No interim inquiries in this regard will be entertained.
13. The candidates should submit separate application for separate post.
14. Closing date of Online Application will be the crucial date for determining eligibility with regard to age, essential qualification etc.
15. Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
16. The incumbent will be entitled for leave as admissible to the contractual staff of the Centre. The un-availed leave cannot be carried forward or encashed.

17. Age relaxation as per GoI norms is available to eligible applicants. In all other cases, if a candidate is otherwise suitable, age/experience relaxation may be granted by the Competent Authority.
18. All results/notifications/addendum/corrigendum will be published on RCB website. Therefore, the candidates should visit the RCB website regularly till completion of the recruitment process.
19. Candidates canvassing/giving incorrect information/violating norms in any kind, detected at any stage, before or after the selection will be disqualified with immediate/retrospective effect, as the case may be.
20. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Faridabad, Haryana.
21. All communications will only be made through email.
22. The decisions of the Competent Authority, RCB will be final and binding in all cases.
23. If any technical issue/difficulty faced by the candidate while filling up the online form, please send email to it@rcb.res.in or call at landline number +91 129-2848816.

Note: Applicants who are already in regular government service and willing to apply for the above contractual positions are advised to take prior permission from their parent organization for the same. In the event of selection, such candidates are to ensure their relieving within 30 days of the offer, so as to join the position within the specified period. No request for extension of joining period shall be entertained under any circumstances. The positions are contractual only with consolidated emoluments and shall not be eligible for any pay level salary, perks & allowances. During the contract period of the employee, RCB shall not have liability of any kind to his/ her parent organization.

(Controller of Administration)
