



**Advertisement No. 1/2018/Bio-incubator & ATPC**

**RECRUITMENT FOR TECHNICAL & ADMINISTRATIVE POSITIONS FOR  
BIO-INCUBATOR & ADVANCED TECHNOLOGY PLATFORM CENTRE**

Regional Centre for Biotechnology (RCB) invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the various positions on contract basis to work at the following Projects being established in the NCR Biotech Science Cluster, Faridabad:-

**Advanced Technology Platform Centre:** 1. Senior Finance & Business Manager (SFBM), (2) Technology Manager (TM), (3) Administrative Officer (AO), (4) Application Scientist (AS), (5) Senior Technical Officer (STO), (6) Technical Officer (TO), (7) Mechanical / Electronics Engineer (ME/EE) and (8) Executive Assistant (EA).

**Bio-incubator:** (1) Business Development Manager (BDM).

For other details & eligibility criteria visit website [www.rcb.res.in](http://www.rcb.res.in), [www.rcb.ac.in](http://www.rcb.ac.in). Last date for online receipt of application is 17.05.2018.

Senior Manager (A&F)

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RECRUITMENT FOR TECHNICAL & ADMINISTRATIVE POSITION FOR  
BIO-INCUBATOR & ADVANCE TECHNOLOGY PLATFORM CENTRE**

Regional Centre for Biotechnology (RCB) is an institution of education, training and research established by the Govt. of India under the auspices of UNESCO to foster innovative research and education in a wide range of biotech-related sciences. RCB is situated in the NCR Biotech Science Cluster (NBSC) developed by the Department of Biotechnology, Government of India, on a 200-acre site located at the Faridabad-Gurgaon expressway within the NCR Delhi, along with other constituent institutions. RCB, in association with Biotechnology Industrial Research Assistance Council (BIRAC), a Govt. of India Enterprise, is in the process of establishing a Bio-Incubator and Advanced Technology Platform Centre to manage and nurture technology development in the broad area of biopharmaceuticals. We are looking for dynamic, result-oriented and dedicated candidates for the following contractual positions for the Bio-Incubator and Advanced Technology Platform Centre on direct recruitment/deputation basis. The duration of projects is initially for a period of approx. 2 years till March 2020.

**Bio-Incubator:**

Sl. No.	Name of the post and consolidated Emoluments	Qualifications and Experience	Job Description and responsibilities	No. of posts and age limit
1.	Business Development Manager (BDM), Emoluments: Rs.75,000/- per month (Maximum)	<b>Essential Qualifications:</b> A first class Science graduate with post-graduate degree in Life Science, or an MBA. Candidates with professional qualifications like CA/ICWAI will also be considered.  <b>Experience :</b> Candidate should have an experience of a minimum of 5 years in the field of project / service management, revenue generation, raising invoices, knowledge of statutory compliance rules of the GOI and hands-on experience in areas identified in the job description	<ul style="list-style-type: none"> <li>• <b>Business Development, Meeting Targets, Planning &amp; Monitoring</b> • Work closely with the COO to develop the business and help the incubator achieve its business objectives and targets; • Contribute to the formulation of financial plans, monitor their implementation. Plan and produce the publicity material.</li> <li>• <b>Management</b> • Provide supportive leadership to COO in management of staff within the areas, training, development and appraisal of staff in a timely manner • Ensure that employment policies of the RCB, equal opportunities and health and safety legislation, together with good management practices, are consistently applied. Oversee budgetary management, and management of accounts and production</li> </ul>	One Post  Age limit: 40 years

			of financial reports • Contribute to the development of financial policies and procedures to ensure effective management of funds.	
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**Advanced Technology Platform Centre:**

1	<p>Senior Finance and Business Manager (SFBM),</p> <p>Emoluments: Up to Rs.150,000 per month</p>	<p><b>Essential Qualifications:</b> A first class graduate with post graduate degree in finance / MBA with specialization in Finance. Candidates with professional qualifications like CA/ICWAI will also be considered.</p> <p><b>Experience :</b> Candidate should have wide experience of a minimum of 15 years in the field of Project Costing, Accounting, revenue generation, fixing of service charges, raising invoices, statutory compliances of the GOI, and hands on experience in most of the areas identified in the job description.</p>	<ul style="list-style-type: none"> <li>• <b>Business development, setting targets, planning &amp; monitoring</b> • Work closely with the Chief Executive/Head ATPC to develop business and monitor ATPCs performance against business objectives and targets; use reports to track progress against targets and prepare regular reports for the Board and Committees • Contribute to the formulation and dissemination of annual plans, monitor their implementation and make appropriate changes within areas of responsibility. • Manage the design and dissemination of publicity material for business development.</li> <li>• <b>Finance</b> • Oversee budgetary management and the preparation of accounts and financial reports • Development of financial policies and procedures to ensure effective management of ATPC • Manage contracts, tendering arrangements and ongoing relationships with suppliers</li> <li>• <b>Governance</b> • Manage an effective and efficient servicing of meetings of the Board, its Committees and other associated groups • Co-ordinate working groups and / or committees to ensure effective outcomes in line with the agreed objectives and resources.</li> <li>• <b>Administration Management</b> • Provide supportive and effective leadership to the management staff • Ensure that the recruitment, management, training, development and appraisal of staff is undertaken effectively within areas of responsibility • Ensure that current employment, equal opportunities and health and safety legislation, together with good practice, are consistently applied.</li> <li>• <b>Any other duties</b> as may be assigned by the Executive Director within the context of the contract of employment. Priorities</li> </ul>	<p>One post,</p> <p>Age limit: 50 years</p>
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			are likely to vary from time to time.	
2	<p>Technology Manager (TM)</p> <p>Emoluments: Up to Rs.100,000 per month</p>	<p><b>Essential Qualification:</b> PhD in Life Sciences / First class Post Graduate degree in Life Sciences.</p> <p><b>Expeience:</b> Three years' experience with PhD, or 8 years' experience with MSc degree, having demonstrated hands-on expertise of at least one of these technology platforms listed above.</p> <p>The experience in a scientific organization of repute in the area of R&amp;D or research management only shall be counted.</p> <p><b>Desirable:</b> Experience in business management, or management of the intellectual property, or project management.</p>	<ul style="list-style-type: none"> <li>Independently create, operationalize, and manage the technology platforms assigned.</li> <li>Create SOPs, train technical staff and manage them for efficient delivery of the technical services.</li> <li>Conduct research on method development and provide technical advise to users in planning their experiments involving the use of the ATPC technology platforms, and help the user with data acquisition and interpretation.</li> <li>Coordinate with the cluster/RCB infrastructure (IT, electrical, AC etc.) team and other members of the facility to ensure smooth running of the ATPC facilities</li> <li>Troubleshoot problems with instruments with the help of authorized application scientist or engineer.</li> <li>Help in activities related to organization of various training courses conducted on campus.</li> <li>Provide teaching assistance to students and trainees wherever necessary.</li> </ul>	<p>Two posts,</p> <p>Age limit: 45 years</p>
3	<p>Administrative Officer (AO),</p> <p>Emoluments: Up to Rs.75,000 per month</p>	<p><b>Essential Qualifications:</b> A first class graduate with post graduate degree in finance / management / HR. Candidates with professional qualifications like CA/ICWAI will also be considered.</p> <p><b>Experience :</b> Candidate should have an experience of a minimum of 5 years in the field of recruitments, postings, service rules and statutory compliances of the GOI rules, and hands-on experience in most of areas identified in the job description</p>	<ul style="list-style-type: none"> <li><b>Administration Management</b> • Provide supportive leadership to SFBM in management of staff within the areas of responsibility • Ensure that the recruitment, management, training, development and appraisal of staff is undertaken in a timely manner • Ensure that employment policies of the RCB, equal opportunities and health and safety legislation, together with good management practices, are consistently applied.</li> <li><b>Finance</b> • Oversee budgetary management, and management of accounts and production of financial reports • Contribute to the development of financial policies and procedures to ensure effective management of funds • Manage contracts, tendering arrangements and ongoing relationships with vendors.</li> <li><b>Governance</b> • Efficiently manage the servicing of Board meetings and its</li> </ul>	<p>One post,</p> <p>Age limit: 35 years</p>

			committees and other associated groups • Co-ordinate working groups and/or committees to ensure effective outcomes in line with agreed objectives and resources. Any other duties as maybe assigned by the SFBM and within the context of the contract of employment. Priorities are likely to vary from time to time.	
4	Application Scientist (AS),  Emoluments: Up to Rs.75,000 per month	<p><b>Essential Qualification:</b> First class post-graduate degree in Life Sciences with consistently good academic record and 5 years of relevant experience, or a PhD in Life Sciences with a first class post-graduate degree.</p> <p><b>Experience:</b> A minimum of 5 years' experience for a post—graduate degree holding candidate with thorough knowledge and hands-on expertise in bioinformatics, genomics, proteomics, electron and confocal microscopy, or in any of the platform technologies listed above in a scientific organization of repute. A fresh PhD with similar expertise will also be considered.</p> <p><b>Desirable:</b> Experience in the management of intellectual property and in the area of project management.</p>	<ul style="list-style-type: none"> <li>• Create SOPs, train technical staff and manage them for efficient delivery of the technical services.</li> <li>• Carry out method development and help the user with data acquisition and interpretation.</li> <li>• Coordinate with the cluster/RCB infrastructure (IT, electrical, AC etc.) team and other members of the facility to ensure smooth running of the ATPC facilities</li> <li>• Troubleshoot problems with the methods and instruments</li> <li>• Assist in the organization of various training courses conducted on campus.</li> <li>• Provide teaching assistance to students and trainees wherever necessary.</li> </ul>	Five Posts,  Age limit: 35 years
5	Senior Technical Officer (STO),  Emoluments: Up to Rs.75,000 per month	<p><b>Essential Qualification:</b> A first class post-graduate degree in Life Sciences/B.Tech in Biotechnology/Biomedical Engg..</p> <p><b>Experience:</b> A minimum of 5 years' experience with thorough knowledge and hands-on expertise in bioinformatics, genomics, proteomics, electron and confocal microscopy, or in any of the platform technologies listed above in a scientific</p>	<ul style="list-style-type: none"> <li>• Validate methods and equipment, and write SOPs for the various technical processes.</li> <li>• Train staff in the use of SOPs and carry out QC checks at regular intervals.</li> <li>• Carry out testing of samples as per the SOPs.</li> <li>• Maintain equipment in a qualified state and provide technical services to the user scientists.</li> <li>• Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the facility.</li> <li>• Troubleshoot problems with instruments</li> </ul>	Eight posts,  Age limit: 35 years

		<p>organization of repute. A fresh PhD with similar expertise will also be considered.</p> <p><b>Desirable:</b> Higher qualification, or experience in the management of intellectual property and in the area of project management.</p>	<p>and methods.</p> <ul style="list-style-type: none"> <li>• Help user scientists in data acquisitions.</li> </ul>	
6	<p>Technical Officer (TO),</p> <p>Emoluments: Up to Rs.60,000 per month</p>	<p><b>Essential Qualification:</b> A first class graduate in Life Sciences.</p> <p><b>Experience:</b> A minimum of 3 years' relevant hands-on experience and having thorough knowledge of scientific and technical equipment used in high-end biomedical science labs in a reputed scientific organisation.</p> <p><b>Desirable:</b> A higher qualification or experience in management of equipment facilities in research institutions.</p>	<ul style="list-style-type: none"> <li>• Validate methods and equipment as per the SOPs for the various technical processes.</li> <li>• Carry out testing of samples as per the SOPs.</li> <li>• Maintain equipment in a qualified state and provide technical services to the user scientists.</li> <li>• Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the facility.</li> <li>• Troubleshoot problems with instruments and methods.</li> <li>• Help user scientists in data acquisitions.</li> </ul>	<p>Seven posts,</p> <p>Age limit: 30 years</p>
7	<p>Mechanical / Electronics Engineer (ME/EE),</p> <p>Emoluments: Up to Rs.60,000 per month</p>	<p><b>Essential Qualification:</b> A first class engineering graduate in Mechanical, Electronics or Instrumentation engineering area with consistently good academic record.</p> <p><b>Experience:</b> A minimum of 5 years' experience with thorough knowledge of handling and maintaining the biomedical equipment &amp; preparing and maintaining the documentation for the same, in an organisation of repute.</p> <p><b>Desirable:</b> Higher qualification and / or experience in operation &amp; maintenance of Biomedical instrumentation.</p>	<ul style="list-style-type: none"> <li>• Provide service support to the technical and scientific staff to ensure that all the specialized technology platforms are always kept in running conditions.</li> <li>• Troubleshoot problems with instruments and fix them with a minimum of down time.</li> <li>• Attend to day-to-day operational issues of the scientific infrastructure in the campus.</li> <li>• Coordinate and liaise with the other engineering staff of the Cluster to ensure that the requirements of the ATPC are full met in a seamless manner.</li> </ul>	<p>One post,</p> <p>Age limit: 30 years</p>

8	Executive Assistant (EA),  Emoluments: Up to Rs.40,000 per month	<p><b>Essential Qualification:</b> Graduate, preferably in science or commerce, with knowledge of computer applications.</p> <p><b>Experience:</b> A minimum of 3 years' experience in handling correspondences, office management, file work, or accounts and finance.</p>	<ul style="list-style-type: none"> <li>• Provide service support to the Centre at reception in visitor/client management, transport and dak management, and other related duties.</li> <li>• Provide administrative and logistical support to the Centre by maintaining records, day-to-day operations in administration, security, housekeeping, recruitment, contracts etc.</li> <li>• Maintain accounts and make payments, prepare budgets and expenditure statements, raise invoices and salary payments etc. Work priorities will vary from time to time.</li> </ul>	One Post,  Age limit: 30 years
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The application format is available at website [www.rcb.res.in](http://www.rcb.res.in) or [www.rcb.ac.in](http://www.rcb.ac.in). Interested candidates should fill their applications online with the requisite fee of Rs.500/- till 17.05.2018.

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## **TERMS AND CONDITIONS**

1. The age limit, qualifications, experience and other requirements can be relaxed at the discretion of the Controlling Authority, in case of candidate otherwise well qualified for the specific position.
2. The appointment will be initially for a period of one year which may be extended based on a satisfactory performance evaluation. The position is presently under project mode and will be co-terminus with the project.
3. The experience requirement specified shall be the experience acquired after obtaining the minimum educational qualifications required for the post.
4. Candidates are required to enclose self-attested copies of all the testimonials in support of their qualifications & experience failing which their candidature is liable to be rejected outright. All educational, professional and technical qualifications should be from a recognized Board / University and the original certificates should be produced at the time of interview, if shortlisted.
5. Persons working in Govt. or Public Sector Undertaking and willing to work on deputation should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
6. Outstation SC/ST candidates called for interview will be paid to & fro second class railway fare, as per the GOI rules on production of the railway tickets.
7. Canvassing in any form will be a disqualification.
8. 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. In case a large number of applications are received for the post, the Screening Committee may limit the number of candidates to those possessing higher qualification or alternatively may arrange written screening test 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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