



REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education, training and research

Established by the Dept. of Biotechnology, Govt. of India
Under the Auspices of UNESCO
NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurgaon Expressway, Faridabad - 121 001, India

Advt. No. 01/2017

Regional Centre for Biotechnology (RCB) invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the following posts:

1. Staff Officer to Executive Director in the pre-revised pay scale of Rs.15600-39100 + GP Rs.6600 (one post).
2. Management Assistant in the pre-revised pay scale of Rs.9300-34800 + GP Rs.4200 (two posts).

For other details & eligibility criteria please visit website www.rcb.res.in, www.rcb.ac.in or refer to Employment News, New Delhi. Last date for receipt of application is **25.03.2017**

Sr.Manager (A&F)

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

Advt No. 01/2017

Dated 28.02.2017

RECRUITMENT FOR ADMINISTRATIVE POSITIONS

Regional Centre for Biotechnology (RCB), 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 applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the following posts on Direct recruitment/deputation / permanent absorption basis.

Sl. No	Name of the post Pay Scale + Grade Pay	Qualifications and Experience	Job Description	No. of posts & age limit
1.	STAFF OFFICER TO EXECUTIVE DIRECTOR PB3 (Rs.15600- 39100) + Grade Pay Rs.6600 (pre-revised)	Essential: Post graduate degree in science/technology, Preferably related to life sciences, having relevant experience of working with Chief Executive of a reputed organisation providing critical Secretarial or administrative support with a total relevant experience of 10 years. OR A Ph.D. degree in life sciences with three years of experience in science communications/office management. Desirable A degree/diploma in business management and experience in project management For Deputation: 5 years relevant experience in Grade Pay of Rs.5400 plus qualification as above.	Play a pivotal role in managing the office of the Executive Director, assisting him at meetings with senior government officials and business leaders, preparation of agenda for the meetings & arrangements thereof, preparation of presentations for meetings record the meeting discussions and prepare the action minutes, compose correspondence / reports, co-ordinate with other departments, and manage other routine activities of the office. The staff officer should be able to assist and coordinate all scientific and non-scientific communications arising from the Executive Director's office as well as handle the management of Extra-mural grants, and liaise with the investigators and financial administration of the RCB and the funding agency.	One post 45 years
2.	Management Assistant PB2 (Rs. 9300-	Essential: Graduate with 3 years experience in the office	The incumbent will deal with any of the following matters as decided by the RCB	Two posts 30 years One UR

	34800) + Grade Pay Rs.4200 (pre-revised)	procedures, preferably in a government establishment in the pre-revised scale of GP Rs.2,800/- or equivalent. Desirable: Proficiency in the use of computers for word processing and data handling using Excel sheets, and knowledge of government rules and regulations.	management from time to time: personnel, establishment, academics, estate management, cash handling, billing, accounting, purchases, storekeeping, noting & drafting, typing and maintenance of all relevant records.	One OBC
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The above age limit for the direct recruitment, qualifications, experience and other requirements are relaxable at the discretion of the Controlling Authority, in case of candidates otherwise well qualified. Other details of terms and conditions of appointment and application format is available on website www.rcb.res.in, www.rcb.ac.in.

Interested candidates should submit their applications duly completed, to the Sr. Manager, Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurgaon Expressway, Faridabad - 121001, Haryana in the prescribed format which can be downloaded from the website, along with copies of certificates of academic, professional & technical qualifications and experience, caste certificate, if any, photograph and a Demand draft of Rs. 500/- (SC/ST/PH candidates are exempted from payment of fees) drawn on State Bank of India payable at Faridabad in favour of the Executive Director, Regional Centre for Biotechnology, **latest by 25.03.2017.**

OTHER TERMS AND CONDITIONS

1. There will be a probation period of one year 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 the 6th 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 should be the experience acquired after obtaining the minimum educational qualifications required for the post.
4. All educational, professional and technical qualifications should be from a recognized Board / University.
5. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce the '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 Govt. of India rules on production of the proof of the same. Candidates applying for deputation / permanent absorption may invariably get their application forwarded through proper channel.
7. The officers selected for appointment on deputation may either retain their grade pay in the scale applicable to them plus deputation allowance and other allowances as admissible in their parent cadre, or draw their pay in the appropriate grade 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
8. Canvassing in any form will be a disqualification.
9. 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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