

Date: 20th November 2025

Advertisement No. RCB/Consultants/09/2025/HR

ENGAGEMENT OF CONSULTANT AS SERVICE PROVIDER AT REGIONAL CENTRE FOR BIOTECHNOLOGY (RCB)

Regional Centre for Biotechnology (RCB) is 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 online applications from eligible and interested applicants to provide Finance & Accounts Consultant services at RCB, Faridabad, as per the details given below:-

S.No.	Nomenclature / Field of work / services and Consolidated Monthly Fee	Minimum Eligibility Criteria	Scope of Work / Responsibilities /Skills	Tentative Nos. and age limit
1	Consultant (Finance) Monthly Fee: - Ranging from Rs. 60,000/- to Rs. 75,000/- per month based on qualifications and experience.	Essential Qualification: i) A graduate (Commerce) degree from a recognized university or institution with three years' post qualification experience in Finance & Accounts / HR / Administration. Desirable Experience: i) Post qualification experience in preparation of Salary, Accounting, Taxation, Audit, TDS, preparation of Financial Statement. ii) Knowledge of government rules and procedures.	i) Noting & Drafting, typing and maintenance of all relevant records. ii) The incumbent will have to deal with any of the matters concerning Personnel, Establishment, cash handling, Billing. iii) Required to manage the day-to-day ad-hoc activities related to Accountancy. iv) Preparing Monthly return GSTR-1, GSTR-3B. v) Cross verifying the invoice, running bills with order, Keeping record of Input/output register. vi) Keeping track of all payments and expenditures, including payroll, invoices, statements, etc. vii) Performing account & party reconciliations and maintaining accounts receivable files and records. viii) Doing reconciliation of bank statements with company accounts books. ix) Maintaining records of accounts receivable/payable in ERP Tally. x) Preparation of receipt and payment account, income and expenditure, Balance sheet.	01 No. Age limit: 35 Years

Interested and eligible applicants may apply online at RCB website www.rcb.res.in by 19th December 2025. Applications received through any other mode will not be accepted.

TERMS AND CONDITIONS

1. The engagement is initially for one year, which may be extended further based on satisfactory performance and requirement of the Centre.
2. The consultant will be required to be available on a daily basis during the working hours of the Centre or as and when required by the concerned.
3. The engagement is subject to periodic evaluation of the service provider and if, on such evaluation the services are not found to be satisfactory, the contract will be terminated with one-month notice.
4. The contract may be terminated by either party by giving one-month advance notice in writing.
5. The consolidated Fee shown above is only indicative and shall be decided by the Selection Committee for the selected applicant based on his/her relevant experience and qualification. Payment of consultancy fee shall be subject to deduction of TDS as per prevalent tax provisions.
6. The service provider 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.
7. The contract is for expert consultancy services and will not, in any case, be considered as an employment contract with the Center.
8. All educational, professional and technical qualifications should be from a recognized Board/University. Experience shall be counted for work done after the qualifying degree.
9. No TA/DA will be provided to applicants for appearing in the interaction with the Selection Committee members. If required, interaction may be conducted through online/VC mode. The Selection Committee will have the right to conduct multiple round of interaction.
10. Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on an applicant for being considered for the engagement process.
11. The Center may empanel a list of Experts, which will be valid for a period of 12 months.
12. The contract shall conform to the provisions of GFR and extant rules of RCB, Faridabad in force from time to time.
13. The Centre has the right to withdraw this advertisement at any time and reserves the right to accept or reject any / all the application(s) without assigning any reason thereof.
14. All results/notifications/addendum/corrigendum will be published only on RCB website. Therefore, the applicants should visit the RCB website regularly till completion of the selection process.
15. Any dispute arising out of this advertisement including the selection process shall be subject to the sole jurisdiction of the Courts situated at Faridabad/Delhi.
16. Applicants 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.
17. Notwithstanding any of the terms of engagement, the Centre may end the engagement without assigning any reasons thereof. The decisions of the Competent Authority, RCB will be final and binding in all cases.
18. For any technical query/issue if any faced by the applicant/candidate while applying, please contact at +91 129-2848816 email:- it@rcb.res.in.

Note: Applicants who are already in regular government service and are willing to be engaged as Expert Consultancy Provider, are advised to take prior permission from their parent organization for the same. The positions are contract for service only with consolidated fee decided by the Center from time to time. RCB, Faridabad shall not have liability of any kind to his/ her parent organization.

(Controller of Administration)
