

Dated: 29th September 2026

ADVERTISEMENT NO. RCB/IBDC/01/2026/Rectt./HR
RECRUITMENT FOR THE POST OF ADMINISTRATIVE OFFICER (CONTRACTUAL)
UNDER THE PROJECT “SETTING UP OF THE INDIAN BIOLOGICAL DATA CENTRE
(IBDC), PHASE-1” 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.

RCB, with support from the Department of Biotechnology, Govt. of India, has established the Indian Biological Data Centre (IBDC) for storage and distribution of biological data generated across the nation.

The ‘Indian Biological Data Centre (IBDC)’ is the first national repository for life science data in India. IBDC is mandated to archive all life science data generated from publicly funded research in India. The data centre is supported by the Government of India (GOI) through the Department of Biotechnology (DBT). It is established at the Regional Centre of Biotechnology (RCB), Faridabad, in the national capital region in close collaboration with the National Institute of Immunology, the International Centre for Genetic Engineering & Biotechnology and the National Informatics Centre (NIC), India. The Executive Director, RCB also serves as the Lead Coordinator of the IBDC project.

To lead towards the next phase of growth of this prestigious project of DBT (IBDC) and in order to achieve the objectives of the organisation, applications (in online mode) are invited from dynamic, result-oriented, experienced and dedicated candidates for the following contractual positions under the Project:

S. No.	Name of the Post & Monthly Emolument	Qualifications & Experiences	Job Description	No. of Post & Age Limit
1.	Administrative Officer Monthly consolidated emoluments up to Rs.56,166/- based on the relevant experience of the candidate.	Essential: B.Com/ BBA with 5 years’ experience in accounts & finance in a reputed organization or M.Com/ MBA(Finance)/ CA/ ICWA with 3 years’ experience in accounts & finance in a reputed organization. Must have IT skills and knowledge of Govt Financial Rules and PFMS.	• Maintaining accounting records and updating vouchers in Tally, including regular bank reconciliation. • Processing of payments through PFMS and TSA systems in accordance with applicable procedures and financial regulations. • Preparation of salary and allowance statements and ensured timely and accurate disbursement. • Computation of employees’ income tax liabilities and assistance with related statutory compliance, such as income tax, GST & TDS, etc.	01 Post Age limit: 40 Years

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 28th October 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 a contract basis, initially valid until the current duration of the project (i.e. 31.03.2027), which may be extendable for further period, subject to necessary approvals from the Competent Authority as per the requirement of the Centre.
2. The positions are subject to periodic evaluation of the performance of the incumbents and if, on such evaluation the performance is not found to be satisfactory, the contract will be terminated with one-month notice. However, on completion of tenure, if the centre does not consider his/her contract for further extension, incumbent shall stand relieved immediately.
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 fixed and annual increment shall be applicable on completion of one year of satisfactory services subject to extension of the project duration. No other perks or allowances are admissible.
5. 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.
6. 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.
7. 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.
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 for the relevant positions.
9. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No- Objection Certificate' at the time of selection process.
10. Canvassing in any form will be a disqualification.
11. Vacancy shown above is indicative only and the number may increase or decrease as per requirement and at the discretion of the Competent Authority.
12. 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.

13. 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.
14. Police verification and third-party document verification shall be carried out in respect of selected candidates after joining. In case of any false declaration or discrepancy found during verification, the employee shall be removed/discharged from service.
15. The testimonials/antecedents of the incumbent shall be verified by an external agency engaged by the RCB for this purpose, the cost of which shall be borne by the incumbent and deducted from the incumbent's salary.
16. Closing date of Online Application will be the crucial date for determining eligibility with regard to age, essential qualification etc.
17. Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
18. 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.
19. 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.
20. All results / notifications / corrigendum / addendums will be published on RCB website. Therefore, the candidates should visit the RCB website regularly till completion of the recruitment process.
21. 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.
22. 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.
23. All communications will only be made through email.
24. The decisions of the Competent Authority, RCB will be final and binding in all cases.
25. 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 position 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 position is 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)
