



**REGIONAL CENTRE FOR BIOTECHNOLOGY**

An Institution of National Importance

Established by Dept. of Biotechnology, Govt. of India

under the auspices of UNESCO

Faridabad-Gurgaon Expressway, Faridabad-121001

Advertisement No. OoC/01/2020/Rectt./HR

## **RECRUITMENT FOR CONTRACTUAL POSITIONS IN OFFICE OF CONNECTIVITY**

Regional Centre for Biotechnology (RCB) invites online applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the following positions on contract basis:

- (1) **CHIEF EXECUTIVE OFFICER** – 1 post
- (2) **SENIOR MANAGER (A&F)** – 1 post
- (3) **SERVICE COORDINATOR** – 1 post
- (4) **MANAGEMENT ASSISTANT** – 1 post

For other details, visit [www.rcb.res.in](http://www.rcb.res.in). Last date for receipt of online application is **23.03.2020**.  
**Registrar**



**क्षेत्रीय जैवप्रौद्योगिकी केन्द्र**

राष्ट्रीय महत्ता की संस्था

जैवप्रौद्योगिकी विभाग, भारत सरकार द्वारा यूनेस्को के तत्वावधान में स्थापित

फरीदाबाद-गुडगांव एक्सप्रेसवे, फरीदाबाद - 121001

विज्ञापन सं. **OoC/01/2020/भर्ती/एचआर**

## **ऑफिस ऑफ कनेक्टिविटी में अनुबंधित पदों की भर्ती**

क्षेत्रीय जैवप्रौद्योगिकी केन्द्र (आरसीबी) उपयुक्त, योग्य, गतिशील, परिणामोन्मुख एवं समर्पित उम्मीदवारों से ऑफिस ऑफ कनेक्टिविटी के लिए अनुबंध आधार पर निम्नलिखित पदों हेतु ऑनलाइन आवेदन आमंत्रित करता है :

- (1) **मुख्य कार्यकारी अधिकारी** – एक पद
- (2) **वरिष्ठ प्रबंधक (प्रशासन एवं वित्त)** – एक पद
- (3) **सर्विस कोऑर्डिनेटर** – एक पद
- (4) **प्रबंधन सहायक** – एक पद

अन्य विवरण के लिए वेबसाइट [www.rcb.res.in](http://www.rcb.res.in) देखें। ऑनलाइन आवेदन प्राप्त करने की अंतिम तिथि **23.03.2020** है।  
**कुलसचिव**

**Advertisement No. OoC/01/2020/Rectt./HR**

**RECRUITMENT FOR OFFICE OF CONNECTIVITY (OoC)**

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.

We are looking for dynamic, result-oriented and dedicated candidates for the following contractual positions for the Office of Connectivity (OoC):

Sl. No.	Name of the post and consolidated emoluments	Qualifications and Experience	Job Description	No. of posts and age limit
1.	<b>Chief Executive Officer (CEO)</b>  Emoluments ranging from Rs. 1.25 lakh to Rs. 1.50 lakh per month (Consolidated)	Qualifications: A distinguished academic record with a post graduate degree in any area of life sciences and an MBA (or equivalent) with proven leadership qualities.  Experience of a minimum of 10 years in coordination & facility management in Universities, research institutions.  Desirable: working experience of operational management of large Government scientific/academic/ institutional campus.	<ul style="list-style-type: none"> <li>• Provide leadership to the team for management of the common facilities of the NCR Biotech Science Cluster.</li> <li>• Develop business operational model for smooth running of all facilities and estates of the cluster.</li> <li>• Manage relationships with a broad and diverse group of constituents like technologists, academia, service contractors etc.</li> <li>• Co-ordinate with various working groups like local state agencies/marketing / communications / IPR / Legal agencies to ensure effective outcomes in line with the objectives of the constituents of the Cluster.</li> <li>• Have understanding of Certifications and clearances required for buildings.</li> <li>• Maintain financial discipline and accountability for the overall activities of the OoC.</li> <li>• Facilitate initial set up of any cluster constituent – (lab infrastructure including IT, security and signages).</li> <li>• Coordinate with heads of all constituent institutions in the cluster to ensure that a congenial healthy and professional environment is maintained in the Cluster.</li> <li>• Coordinate and organize periodic meetings of the Cluster Board. Carry out all the activities of the OoC in accordance with the directions of the Cluster Board.</li> <li>• Work priorities as per requirement from time to time.</li> </ul>	One post,  45 years

2.	<p><b>Senior Manager (Administration and Finance)</b></p> <p>Emoluments ranging from Rs. 80,000 to Rs. 100,000 per month (Consolidated)</p>	<p><b>Qualifications:</b> A first class graduate with post-graduate degree in finance or an MBA. 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 project / service management, or procurement / accounting, and must have knowledge of statutory financial rules of the GOI, and hands-on experience in areas identified in the job description.</p>	<ul style="list-style-type: none"> <li>Supervise and deal with matters related to Establishment, Procurement, Finance and Accounts, and Estate.</li> <li>Work closely with the higher management of the Cluster to develop the SOPs for operational aspects of the services commonly required for the Cluster, development of good management practices.</li> <li>Formulation and implementation of financial plans, management of expenses and resource generation.</li> <li>Provide supportive leadership in management of junior staff and conduct their appraisal in a timely manner.</li> <li>Any other work assigned as per requirement.</li> </ul>	One Post, 45 years
3.	<p><b>Service Coordinator</b></p> <p>Emoluments ranging from Rs. 40,000 to Rs. 50,000 per month (Consolidated)</p>	<p><b>Qualifications:</b> A graduate degree with post graduate diploma in management.</p> <p><b>Experience:</b> A minimum of 3 years' relevant hands-on experience of management of services on a large campus including building under construction.</p>	<ul style="list-style-type: none"> <li>Manage and supervise the common services like security, housekeeping, cafeteria, guest house of the Cluster, horticultural services, pest control services, disposal of waste &amp; garbage.</li> <li>Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the campus.</li> </ul>	One Post, 40 years
4.	<p><b>Management Assistant</b></p> <p>Emoluments ranging from Rs. 20,000 to Rs. 25,000 per month (Consolidated)</p>	<p><b>Qualification:</b> A graduate degree, 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, accounts and finance.</p>	<ul style="list-style-type: none"> <li>Provide administrative and logistics support to the office by maintaining records, day-to-day operations in administration, maintenance, engineering, recruitment, contracts etc.</li> <li>Maintain accounts and make payments, prepare budgets and expenditure statements, raise invoices, salary payments etc.</li> <li>Work priorities will vary from time to time.</li> </ul>	One Post, 30 years

**Note:** Retired employees of age upto 62 years who possess relevant experience may also apply for the above positions.

The application format is available on our website [www.rcb.res.in](http://www.rcb.res.in). Interested candidates should fill their applications online with the requisite non-refundable fee of Rs. 1000/- (SC/ST/PH/Women candidates are exempted from payment of fees) **latest by 23.03.2020**.

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

### **TERMS AND CONDITIONS**

- The positions will be on contract, initially for a duration upto **31.07.2020**, which may be extended subject to extension of the project duration and at the discretion of the Competent Authority as per the requirement of the Centre.
- 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.
4. The contract may be terminated by either party by giving one month advance notice in writing.
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.
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. Outstation SC/ST candidates called for interview will be paid to & fro second class railway fare, as per GOI rules on production of the proof of the same.
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. Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. The candidates shortlisted by a duly constituted Screening Committee will only be called for written test/interview and/or skill test. 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 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.
13. 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 for encashment.
14. 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.

Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications / decisions given / to be given by the Competent Authority at RCB, regarding process for recruitment shall be final and binding.

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**(Registrar)**