

Date: 19.11.2024

Advertisement No. RCB/Consultants/13/2024/HR

**ENGAGEMENT OF CONSULTANT FOR CONDUCTING MEETINGS AND MAINTAINING
 DOCUMENTS OF ETHICS COMMITTEES AT 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 candidates to provide supports for conducting meetings (quarterly) and maintaining documents of all 3 ethics committees (biosafety, human and animal research) at RCB Faridabad as per the details laid down hereunder: -

S.No.	Services Required and Consolidated Monthly Fee	Qualification, Experience & Age Limit
1.	Consultant (RCB Ethics Committee) Consolidated Fee: - ₹60,000-80,000/- per month based on qualifications and experience	<p>Essential Qualification:</p> <p>i) Master degree in Life Sciences, Biotechnology or related disciplines from a recognized University with 60% or better marks or equivalent grade.</p> <p>ii) A minimum of one-year post-qualification relevant experience.</p> <p>Desirable Qualification:</p> <p>i) Good skill in speaking and writing English.</p> <p>Desirable Experience: Previous experience in a similar work in any academic institution.</p> <p>Age Limit: Not exceeding 40 years as on closing date of the advertisement.</p> <p>Services required to be rendered by the consultant:</p> <p>i) Conducting quarterly meetings of all 3 ethics committees.</p> <p>ii) Preparing meeting notification, receiving ethics applications from the principal investigators (PI) and editing those.</p>

		<ul style="list-style-type: none"> iii) Preparing meeting minutes and uploading in respective Govt. ministry portal. iv) Preparing approval letters against those ethics applications, etc. v) Maintaining digital/hard copy documents of meetings. vi) Maintaining registration documents of all the committees. vii) Keeping daily contact with member secretary/chair persons of all 3 committees. viii) Working as a link between all Principal Investigators (research) and the committees. ix) Working as link between Govt. regulatory boards (such as CCSEA, RCGM, etc. x) Keeping communications with all nodal officers of related Govt. regulatory bodies. xi) Preparing SOP for users at RCB related to all 3 ethics committees. xii) Keeping regular communications with biosafety officers of each research laboratory at RCB. xiii) Working as a link between experimental animal facility and the related ethics committee (IAEC). xiv) Any other services required for smooth running of the ethics committees, as suggested by the reporting officers.
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Interested and eligible applicants may apply online at RCB website www.rcb.res.in by 18.12.2024. 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 Scientist in-charge of the animal facility.
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 are 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)
