

Advertisement No. 6/2018/Bio-incubator & ATPC

**RECRUITMENT FOR TECHNICAL & ADMINISTRATIVE POSITIONS FOR
BIO-INCUBATOR & ADVANCED TECHNOLOGY PLATFORM CENTRE**

Regional Centre for Biotechnology (RCB) invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the various positions on contract basis to work at the following Projects being established in the NCR Biotech Science Cluster, Faridabad: -

Bio-incubator: 1. Intellectual Property Manager (IPM) 2. Management Assistant (MA)

Advanced Technology Platform Centre: 1. Executive Assistant (EA)

For other details & eligibility criteria visit website www.rcb.res.in, www.rcb.ac.in. Last date for online receipt of application is 12.01.2019.

Registrar

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RECRUITMENT FOR BIO-INCUBATOR &
ADVANCE TECHNOLOGY PLATFORM CENTRE**

Regional Centre for Biotechnology (RCB) is an institution of education, training and research established by the Govt. of India under the auspices of UNESCO to foster innovative research and education in a wide range of biotech-related sciences. RCB is situated in the NCR Biotech Science Cluster (NBSC) developed by the Department of Biotechnology, Government of India, on a 200-acre site located at the Faridabad-Gurgaon expressway within the NCR Delhi, along with other constituent institutions. RCB, in association with Biotechnology Industrial Research Assistance Council (BIRAC), a Govt. of India Enterprise, is in the process of establishing a Bio-Incubator and Advanced Technology Platform Centre to manage and nurture technology development in the broad area of biopharmaceuticals. We are looking for dynamic, result-oriented and dedicated candidates for the following contractual positions for the Bio-Incubator & Advanced Technology Platform Centre on contract basis. The duration of projects is initially for a period of upto March 2020.

Bio-Incubator:

Sl. No.	Name of the post and consolidated Emoluments	Qualifications and Experience	Job Description and responsibilities	No. of post and age limit
1	Intellectual Property Manager (IPM) Emoluments ranging from Rs. 65 thousand to Rs. 75 thousand per month.	Essential Qualification: A first class graduate with significant work experience in the field of IPR. Experience: Candidate should have an experience of 5 years in the field of legal service management, trade negotiations, knowledge of statutory compliance rules of the Government of India and hands-on experience in areas identified in the job description.	<ul style="list-style-type: none"> • Contract Management: Manage contracts, tendering arrangements and ongoing relationships with incubates, agencies & vendors. • Assist the incubates in areas of technology development trials, technology assessment, pricing, technology commercialization & identification of patentable inventions. He/she will assist and report to the COO. 	One post, Age Limit: 40 years
2	Management Assistant (MA) Emoluments: Ranging from Rs. 20,000/- to Rs. 30,000/- per month	Essential Qualification: Graduate, preferably in science or commerce, with knowledge of computer applications. Experience: A minimum of 3 years' experience in handling correspondences, office management, file work, or accounts and finance.	<ul style="list-style-type: none"> • Provide service support to the Centre at reception in visitor/client management, transport and dak management, and other related duties. • Provide administrative and logistical support to the Centre by maintaining records, day-to-day operations in administration, security, housekeeping, recruitment, contracts etc. • Maintain accounts and make payments, prepare budgets and expenditure statements, raise invoices and salary payments etc. • Work priorities will vary from time to time. 	One Post, Age limit: 30 years

Advanced Technology Platform Centre:

1	Executive Assistant (EA) Emoluments: Upto Rs. 40,000/- per month	Essential Qualification: Graduate, preferably in science or commerce, with knowledge of computer applications. Experience: A minimum of 3 years' experience in handling correspondences, office management, file work, or accounts and finance.	<ul style="list-style-type: none">• Provide service support to the Centre at reception in visitor/client management, transport and dak management, and other related duties.• Provide administrative and logistical support to the Centre by maintaining records, day-to-day operations in administration, security, housekeeping, recruitment, contracts etc.• Maintain accounts and make payments, prepare budgets and expenditure statements, raise invoices and salary payments etc. Work priorities will vary from time to time.	One Post, Age limit: 35 years
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The application format is available at our website **www.rcb.res.in** or **www.rcb.ac.in**. Interested candidates should fill their applications online with the requisite fee of Rs. 500/- (SC/ST/PH candidates are exempted from payment of fees) **latest by 12.01.2019**.

TERMS AND CONDITIONS

1. The age limit, qualifications, experience and other requirements can be relaxed at the discretion of the Controlling Authority, in case of candidate otherwise well qualified for the specific position.
2. The appointment will be initially for a period of one year which may be extended based on a satisfactory performance evaluation. The position is presently under project mode and will be co-terminus with the project.
3. The experience requirement specified shall be the experience acquired after obtaining the minimum educational qualifications required for the post.
4. Candidates are required to enclose self-attested copies of all the testimonials in support of their qualifications & experience failing which their candidature is liable to be rejected outright. All educational, professional and technical qualifications should be from a recognized Board / University and the original certificates should be produced at the time of interview, if shortlisted.
5. Persons working in Govt. or Public Sector Undertaking and willing to work on deputation should apply through proper channel or produce '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 the GOI rules on production of the railway tickets.
7. Canvassing in any form will be a disqualification.
8. 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. 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 test 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.
