

REGIONAL CENTRE FOR BIOTECHNOLOGY

RECRUITMENT RULES 2017

1. SHORT TITLE AND COMMENCEMENT

These Rules will be called the Regional Centre for Biotechnology Recruitment Rules 2017. They shall come into force from the date of notification after their approval by the Board of Governors framed under clause 15(e) of the Regional Centre for Biotechnology Act 2016.

2. OBJECTIVES:

- a. To meet the manpower requirements of the Centre by recruiting competent employees in terms of requisite capabilities, skills, qualification, aptitude, merit and suitability with a view to fulfill Centre's objectives.
- b. To attract, select and retain the best talent available keeping in view the changing needs of the Centre.
- c. To establish an objective and reliable system of selection.
- d. To integrate growth opportunities for the employees with the fulfillment of Centre's objectives.
- e. To provide for a system, which is conducive to equity, fairness and objectivity in matters concerning promotion of employees.

3. DEFINITIONS AND ABBREVIATIONS

In these Rules unless the context otherwise requires the following terms shall mean as under.

- a. **Act:** means the Regional Centre for Biotechnology Act 2016.
- b. **Annexures:** shall mean the annexures attached to the Schedules of these Rules.
- c. **Board of Governors:** shall mean the Board of Governors as specified in the RCB Act 2016, abbreviated as '**BoG**'.
- d. **Cadre:** shall essentially mean the total strength of a service in all relevant grades *ie.* from lowest to highest grade comprising lowest recruitment grade to highest promotional grade.
- e. **Centre:** means the Regional Centre for Biotechnology abbreviated as '**RCB**'.
- f. **Controlling Authority:** in relation to exercise of powers under these rules shall essentially be the Executive Director of the Regional Centre for Biotechnology.
- g. **DBT:** shall mean the Department of Biotechnology under Ministry of Science and Technology, Government of India.
- h. **DoPT:** shall mean the Department of Personnel and Training, Government of India.
- i. **Duty Post:** shall mean all the posts which are included in Schedule-1 to these rules.
- j. **Executive Director:** shall mean the Executive Director of the RCB.
- k. **Finance Committee:** shall mean the Finance Committee of the Centre as specified in the RCB Act 2016.
- l. **Government:** shall mean Department of Biotechnology (DBT), Ministry of Science and Technology, Government of India.
- m. **Grades:** means grades of posts specified in Row 2-3 of the Schedules comprising the cadre strength.

- n. **Promotion Committee:** shall make recommendations to the approving and appointing authority of the Centre with regard to the promotion of an employee as specified at Row No. 18 of Schedule 2-4 to these Rules.
- o. **Recruitment Rules (RRs):** shall mean the rules framed for the purposes of recruitment for appointment to the duty posts in accordance with extant provisions of the RCB Act 2016 as approved by the BoG.
- p. **Schedule:** means the schedules annexed to these Rules.
- q. **SCSC:** shall mean the Search-cum-Selection Committee constituted with the approval of DoPT for filling up the posts of Associate Dean, Dean, and Executive Director as specified in schedule-1.
- r. **Selection Committee:** shall make recommendations to the approving and appointing authority of the Centre with regard to the appointment of a new employee as specified at Row No. 15 of Schedule 2-4 to these Rules.
- s. **Statutes:** shall mean the Statutes framed as per the RCB Act 2016.
- t. **Year:** means the Gregorian Calendar year commencing from 1st January till 31st December.

In these Rules, 'he' includes 'she' and vice-versa; 'his' includes 'her' and vice-versa; and 'him' includes 'her' and vice-versa.

The expressions 'Scheduled Castes' (SC), 'Scheduled Tribes' (ST), 'Other Backward Classes' (OBC) and the 'Persons with Disabilities' (PWD) shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament.

4. CONSTITUTION OF SERVICE

- a. As per the RCB Act 2016, the Regional Centre for Biotechnology has been accorded the status of an 'Institution of National Importance'. Accordingly, the Centre shall have posts, designations, and pay and allowances at par with other institutions of national importance such as the IITs and IISERs.
- b. The RCB shall have the following staff cadres:
Academic Cadre: will include staff appointed against the positions to conduct the Academic, Research and Scientific activities of RCB.
Technical Cadre: will include staff appointed against the positions designed to support the academic and management staff of RCB.
Management Cadre: will include staff appointed to support the administrative management activities of RCB.
- c. As per the RCB Act 2016, all employees on roll of RCB as well as sanctioned positions on the date of commencement of these rules shall be deemed to have been appointed to the posts corresponding to those which they were holding on regular basis on the date of notification of the RCB Act.
- d. The inter-se-seniority of employees in each cadre, who are appointed at the initial constitution shall be determined as per the date of regular appointment to the respective grades subject to the condition that their inter-se-seniority within their respective cadre shall not be disturbed.
- e. The regular continuous service of the officers/staff mentioned in Rule 4(a) above on the posts corresponding to those which they were holding on regular basis under these rules shall count for the purpose of probation period, promotion, confirmation, pension, gratuity etc.

5. THE NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY

- a. The number of posts, their classification and scales of pay attached thereto and special conditions of service, if any, shall be as specified in Schedule-1.

- b. Schedules to these Rules are detailed as under:
 - SCHEDULE-1: List of posts as sanctioned by Department of Expenditure (Govt. of India), and BoG, RCB under clause 15(e) of the RCB Act 2016.
 - SCHEDULE-2: Posts in Academic Cadre
 - SCHEDULE-3: Posts in Technical Cadre
 - SCHEDULE-4: Posts in Management Cadre.

6. RECRUITMENT NORMS

- a. The appointments shall be made by direct recruitment, on deputation, or contract of a specified duration as defined in the respective schedule for the position.
- b. The minimum educational qualification for all the posts shall be as specified in Schedules. Any relaxation/upgradation for educational qualification in related areas of interest, as may be required for the posts concerned, will be decided by the Controlling Authority before the posts are advertised. Educational qualifications of recognized University/Board will only be accepted.
- c. The experience specified in respective Schedules attached to these rules for all the posts shall be the experience acquired after obtaining the minimum educational qualifications required for the post unless otherwise stated in the respective schedules.
- d. Recruitment / appointments will be made in the manner specified in the schedules and as per the committees specified for each post. All vacancies of Technical and Administrative positions by direct recruitment shall be through an open advertisement and interviews by duly constituted selection committees. For the Academic cadre, the same process may be followed. In respect of the candidates residing abroad, the selection committee shall consider their candidature through video-conferencing. The candidate shall be required to provide his attested testimonials before the offer of appointment can be issued. The composition of the Selection Committee for various posts shall be as detailed in Schedules to these rules.
- e. Provided further, that there shall be a rolling advertisement subject to availability or anticipation of vacancy on the Web-site of the Centre for various academic positions and the applications received from time to time may be considered by the appropriate Departmental Committees and their recommendations sent to the Executive Director for taking appropriate action. The validity of the panel of shortlisted candidates shall be normally one year unless extended with the approval of the controlling authority.
- f. Vacancies caused by the incumbent being away on deputation, or long illness, or study leave, or under other circumstances, for duration of one year or more, can be filled on deputation or on contract basis.
- g. The in-service candidates are required to apply through proper channel.

7. SELECTION COMMITTEE

- a. For Group A posts carrying GP 5400 and up to GP 10500, the Executive Director shall chair the Selection Committee.
- b. For group B posts with GP below 5400, a nominee of the Executive Director shall chair the Selection Committee.
- c. The selection committee shall have at least 2 members who will be in GP higher than the post being filled. At least one of these members shall be an external expert.
- d. Selection committee shall comprise of members of reserved community in case of posts being reserved.
- e. No member of the vigilance organization shall be part of the Selection Committee.
- f. For the posts of Associate Dean and Dean a SCSC shall be constituted with the approval of the DoPT.
- g. For the post of Executive Director, the entire selection process shall be done by the DBT as per the DoPT rules.

8. AGE LIMIT AND EXPERIENCE FOR RECRUITMENT

- a. The upper age limit for recruitment in each category of post shall be as specified in the respective schedule provided that there would be no upper age limit in respect of officers/staff members already working on a regular basis in the Centre.
- b. The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons shall be relaxable in accordance with the orders issued by the Government of India from time to time.
- c. The crucial date for determining the age limit shall be the closing date for receipt of application.
- d. The age limit, qualification and other requirements for any post may be relaxed by the Controlling Authority, in respect of the candidates otherwise qualified. The relaxation of age limit shall be up to 2 years on the prescribed age limit for the appointment and the approval of the controlling authority shall be taken prior to the advertisement.

9. RESERVATION POLICY

The rules and procedures prescribed by the Govt. of India in respect of the Reservation policy for the reserved categories shall be followed for the posts filled by direct recruitment.

10. METHOD OF RECRUITMENT ON DEPUTATION/ABSORPTION

Subject to the candidate having minimum qualification and experience as specified in the Schedules, candidates from other Central Government/State Government, Ministries / Departments, Semi-Govt. organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, can be taken on deputation if the candidate is holding post analogous to the post applied for in terms of pay scale and status; or, the candidate has worked for at least five years on the immediate lower post.

Provided that,

- a. The period of deputation shall be subject to a maximum of five years, which can be extended up to a maximum period of seven years only after the written consent of the incumbent and the lending organization. The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall not exceed 7 years.
- b. Subject to the concurrence of the lending Ministries / Departments / Organizations / Institutions etc. as also the willingness of the incumbent, the candidate can be absorbed in the Centre at any time during the period of deputation against a vacant post if selected by the Expert Selection Committee.
- c. Candidate appointed on deputation shall not have any claim for any promotion during the period of deputation before absorption. However, if the period of deputation culminates in the candidate getting absorbed in the Centre, the period spent on deputation in the Centre will count towards seniority in the same scale for future promotions.
- d. The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation except for ex-cadre posts for which he / she is not a feeder grade officer.
- e. The vacancies caused by the incumbent being away on deputation, or long illness, or study leave, or under other circumstances, for duration of one year or more can be filled on deputation basis from the officers from other organizations as mentioned above.

11. APPOINTMENT

- a. In case of selection to two or more posts in the same grade on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
- b. The Selection Committee's recommendations, when approved by the approving authority shall remain valid for a period of one year from the date of such approval.
- c. Officers appointed shall be liable to serve anywhere in India or/and abroad.
- d. All appointments in the Centre will be subject to the selected candidates being found medically fit by an authorized Medical Officer.

12. NATIONALITY

- a. Only Indian nationals shall be eligible to for appointment for posts in the Technical and Management cadres.
- b. Further, for appointments to posts in the Academic Cadre of persons who are foreign nationals, even if with Overseas Citizen of India (OCI) status, necessary clearances from MHA and MEA should be in place before appointment of such individuals.

13. APPOINTING AUTHORITY AND APPROVING AUTHORITY

- a. For Executive Director: BoG with the approval of the Appointments Committee of Cabinet, Govt. of India
- b. For Dean and Associate Dean: BoG with the approval of the Minister in-charge of the Department of Biotechnology, Govt. of India
- c. For positions carrying Grade Pay of Rs. 10000 and above: Executive Director, RCB with the approval of the Chairman, BoG
- d. For all other positions: Executive Director, RCB

14. PROBATION AND CONFIRMATION

- a. An appointee under these Rules, except Executive Director, shall be on a probation for a period of two years.
- b. Notwithstanding anything contained in rules above, the probation period of a staff member may be terminated or extended for a period not exceeding one year with the approval of the Controlling Authority.
- c. If the probation is terminated, whether at the end of the normal probationary period or at the end of the extended period, the services of the probationer, if he was directly recruited, will be terminated. And if the probationer was an employee of the Centre and was appointed on Direct Recruitment as an internal candidate, he will be reverted back to his earlier post/grade.
- d. There shall, in each case of satisfactory completion of probation, be a written order to that effect confirming successful completion of probation period. The order shall specify the date on which the probation is deemed to have been satisfactorily completed. In the absence of such an order, the probation period will not be deemed to have been confirmed meaning thereby, that confirmation of probation period is not automatic but shall be done by a positive act with due process after a Review of the performance. A review committee shall be framed within 30 days of completion of probation period or extended period of probation. The committee shall make its recommendations within 08 weeks of its constitution.
- e. The Executive Director shall act on the recommendations of the review committee. In case of disagreement the appointing authority shall record the reasons in writing before disapproving the recommendations and regularize, extend or terminate the services of the probationer forthwith.

- f. The services of the probationer shall be regularized on the date of issue of order for confirmation, only after which he shall be deemed to be the regular employee of the Centre till his resignation/death/superannuation, whichever is earlier.
- g. Only regularly appointed staff shall be eligible for promotion in order of seniority, and other service benefits of the Institute like leave benefits, pay and allowances, medical, etc.

15. REVOCATION OF APPOINTMENT:

Revocation of Appointment can be done at any stage during the period of probation (*without notice*) or during service (*after the expiry of period of 14 days from the issue of show cause notice and the same received by the employee*) if the appointed person at any stage before or after appointment has:

- Withheld information, given any false information or provided false certificates / testimonials so as to secure appointment through wrongful means or intent;
- lied under oath;
- has been convicted of a criminal offence under Criminal Procedure Code and awarded punishment under any of the provisions of Indian Penal Code;
- indulged in activities which are prejudicial to the interests of the country.

16. CONTRACT APPOINTMENTS:

- a. All engagements on contract basis against a cadre post shall be governed by the contract agreement signed by the employee with the Centre.
- b. The Centre shall get model contract agreement duly approved from the BoG.
- c. No contractual engagement shall exceed a period of 36 months which may be extended by the Centre with the mutual consent of the employee and the Centre for not more than further period of 24 months.
- d. No contract engagements and its further extension shall be made without the prior approval of the Appointing authority as specified vide Clause 13 of these Rules.

17. PROMOTIONS

- a. Positions in the academic cadre are entitled to promotion independent of the vacancy position in the higher-grade subject to the fulfillment of eligibility/residency conditions and successful assessment of merit by a duly constituted committee.
- b. The regularly appointed academic staff shall be eligible for consideration for promotion to the next higher grade after completing minimum years of regular service in existing grade as detailed at Row 19 of Schedule -2 of these Rules.
- c. Non-vacancy based promotions of the academic staff shall however be limited to promotion to posts up to the Academic Grade Pay of Rs 10500/- (PB-4).
- d. Staff in the non-academic cadres shall be eligible for promotion subject to having the minimum eligibility period in the existing grade as specified in the schedules to the recruitment rules. The promotions, however, shall be subject to availability of vacancies in next higher grade. They shall also qualify for financial upgradation under the MACP scheme of the Govt. of India as issued from time to time.

18. RE-EMPLOYMENT

The candidates who have retired on superannuation or on voluntary basis from the Central or State Government Service, and having the minimum educational qualifications and experience

as specified in the relevant Schedules can be re-employed based on the specific need of the Centre, as per general or specific orders/instructions issued by the Govt. of India from time to time.

19. PAY AND ALLOWANCES

- a. The pay and allowances for the employees in the Academic Cadre shall be as approved by the Govt. of India for an 'Institution of National Importance' such as the IITs, from time to time and adopted by the Board of Governors of the Centre.
- b. The pay and allowances for other employees shall be as per the Govt. of India pay rules as revised from time to time and adopted by the Board of Governors of the Centre.

20. AGE OF SUPERANNUATION, PENSION AND RETIREMENT BENEFITS

The age of superannuation for the academic staff (*except Executive Director*) shall be 65 years and for the non-academic staff it shall be 60 years. The employees shall be eligible to join the National Pension System and shall receive post-retirement benefits as per the rules.

21. DISQUALIFICATION

No person who has entered into or contracted a marriage with a person having a spouse living, or who, having a spouse living, has entered in or contracted a marriage with any other person, shall be eligible for appointment or remain in service in any of the said posts.

22. RESIGNATION

A whole-time salaried regular employee may, at any time, terminate his / her service by giving the Centre three months' notice in writing or on payment to the Centre the three months' salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc employees or salary in lieu thereof provided that the Executive Director may waive the requirement of notice at his discretion. The Competent Authority for accepting the resignations will be the Appointing Authority in all cases.

23. VARIATIONS IN TERMS AND CONDITIONS OF SERVICE

Every employee shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the Regional Centre as well as a code of professional ethics as may be formulated by the Centre. Provided that no change in the terms and conditions of service of an employee shall be made after his / her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.

24. PERIODIC REVIEW OF RECRUITMENT RULES

There shall be compulsorily review of these Rules done once in 05 years with a view to affecting the changes as are necessary to bring them in conformity with the extant current position, including additions to or reductions in the strength of the lower and higher level posts.

25. POWER TO RELAX

Where the Board of Governors is of the opinion that it is necessary or expedient to do so, it may for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons. However, nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided to candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Govt. of India from time to time in this regard.

26. JURISDICTION OF THE COURT(S)

In case of any dispute jurisdiction of the judicature of High Court of Punjab and Haryana shall be recognized for matters related to RCB headquartered at the NCR Biotech Science Cluster, Faridabad.

SCHEDULE-1**REGIONAL CENTRE FOR BIOTECHNOLOGY****RECRUITMENT RULES 2017****DESIGNATION, NUMBER AND PAY SCALE OF THE POSTS****Academic Cadre**

Position	Scale	No. of posts
Executive Director	Apex 80000 (fixed)	1
Dean	HAG (37400-67000) Academic Grade Pay 12000 + 4000#	3
Associate Dean	HAG (37400-67000) Academic Grade Pay 12000	3
Professor	Rs. 37400-67000 Academic Grade Pay 10500	6
Associate Professor	Rs. 37400-67000 Academic Grade Pay 9500	12
Assistant Professor	Rs. 15600-39100 Academic Grade Pay 8000	15
TOTAL		40

#Not to exceed Rs 80000.

Technical Cadre

Designation	Pay Band + GP	Posts
Business Development Manager	PB-4 (Rs. 37400-67000) Grade Pay 10000	1
Systems Administrator	PB-3(Rs.15600-39100) Grade Pay 6600	1
Instrumentation Engineer	PB-3 (15600-39100) Grade Pay 6600	1
Executive Engineer	PB-3 (15600-39100) Grade Pay 6600	1
Assistant Engineer	PB-2 (9300-34800) Grade Pay 4600	1
Senior Technical Officer	PB-3 (15600-39100) Grade Pay 5400	3
Technical Officer II	PB-2 (9300-34800) Grade Pay 4600	4
Documentation Assistant	PB-2 (9300-34800) Grade Pay 4200	2
Technical Assistant	PB-2 (9300-34800) Grade Pay 4200	8
Total		22

Administrative Cadre

Designation	Pay Band + GP	Posts
Controller of Administration	PB-4 (Rs. 37400-67000) Grade Pay 8900	1
Registrar	PB-4 (Rs. 37400-67000) Grade Pay 8700	1
Senior Manager (Admin/Finance)	PB-4 (Rs. 37400-67000) Grade Pay 8700	1
Administrative Officer	PB-3 (Rs. 15600-39100) Grade Pay 6600	3*
Staff Officer to Executive Director	PB-3 (Rs. 15600-39100) Grade Pay 6600	1
Section Officer	PB-2 (Rs. 9300-34800) Grade Pay 4600	3**
Management Assistant	PB-2 (Rs. 9300-34800) Grade Pay 4200	4
Total		14

*Administrative Officer (Purchase, HR, Academic)

**Section Officer (Purchase, HR, Finance)

Schedule-2 : Posts in the Academic Cadre at Regional Centre for Biotechnology

S. No.	Type	Executive Director	Dean	Associate Dean	Professor	Associate Professor	Assistant Professor	Total
	1	2	3	4	5	6	7	8
1	Department	HEAD of the Centre	Academic					
2	PB	Apex 80000	HAG	HAG	PB4	PB4	PB 3	
3	AGP	NA	12000 + 4000#	12000	10500	9500	8000	
4	Sanctioned Strength	1	3	3	6	12	15	40
5	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	NA	NA	NA	NA	
6	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	Yes	Yes	Yes	YES	Yes	No	
7	Method of Appointment	Deputation /Contract	Direct Recruitment/Deputation/Contract		Direct Recruitment/Deputation/Contract/Promotion		Direct Recruitment	
8	%age of each method of appointment	100	100	100	100	100	100	
9	Is post exempted from consultation with UPSC before being filled	YES	YES	YES	YES	YES	YES	
10	Nationality of Candidates recommended for appointment	INDIAN						
11	Is the post included in modified Flexible complementing Scheme for promotions (only for posts in Scientific cadre)	No	No	No	No	No	No	
12	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	60 years for Deputation/contract and 65 years for contract	55 years for Direct Recruitment and 60 years for Deputation/Contract	55 years for Direct Recruitment and 60 years for Deputation/Contract	55 years for Direct Recruitment and 60 years for Deputation/Contract	50 years for Direct Recruitment and 60 years for Deputation/Contract	45 years for Direct Recruitment.	
13	Educational Qualification and Experience	<p>a) A PhD in Life Sciences / Medicine / allied sciences or equivalent with excellent track record, having a significant body of peer-reviewed scientific publications, patents and awards and memberships of premier national and international academies</p> <p>b) A minimum of 20 years of experience as an independent investigator in biotechnology / life sciences or related areas.</p> <p>c) An eminent scholar with ability to command respect of the academic and other stake-holder communities across the domain of biotechnology-related sciences through personal achievements in research and standing in the field.</p> <p>d) A creative personality having strong leadership and managerial skills with efficiency and probity.</p> <p>e) Capacity for lateral thinking for finding new approaches to multi-disciplinary research, education and training for value additions to the Centre's programmes.</p>	<p>a) A PhD in Life Science / allied discipline and published work of high quality, actively engaged in research with evidence of attracting extramural grants memberships of premier national and international academies</p> <p>b) A minimum of 18 years of teaching/research experience.</p> <p>c) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching / learning process.</p> <p>d) Capacity for lateral thinking for finding new approaches to multi-disciplinary research, education and training for value additions to the Centre's programmes.</p>	<p>a) A PhD in Life Science / allied discipline and published work of high quality, actively engaged in research with evidence of attracting extramural grants. memberships of premier national and international academies</p> <p>b) A minimum of 15 years of teaching / research experience.</p> <p>c) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching / learning process.</p> <p>d) Capacity to develop novel approaches to multi-disciplinary research, education and training for value additions to the Centre's programmes.</p>	<p>a) A PhD in Life Science / allied discipline and published work of high quality, actively engaged in teaching and research with evidence of attracting extramural grants.</p> <p>b) A minimum of 10 years of teaching/research experience.</p> <p>c) An outstanding professional, with an established reputation in the field related to biotechnology and contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching/learning process.</p>	<p>a) A PhD in Life Science/allied discipline with evidence of independent research and publications of high quality, actively engaged in research with evidence of attracting extramural grants.</p> <p>b) A minimum of 6 years of teaching/research experience.</p> <p>c) A professional with demonstrated expertise in the field related to biotechnology and contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching/learning process.</p>	<p>a. An excellent academic record with a PhD Degree in Life Science/allied discipline and evidence of high quality research training in the form of scientific publications or patents.</p> <p>b. Minimum of 3 years of productive post-doctoral research work or equivalent experience as a Sr. lecturer/Lecturer teaching post-graduate students.</p>	

Schedule-2 : Posts in the Academic Cadre at Regional Centre for Biotechnology

S. No.	Type	Executive Director	Dean	Associate Dean	Professor	Associate Professor	Assistant Professor	Total
	1	2	3	4	5	6	7	8
14	For Deputation	Officers from the central / state government or Institutes of national importance or universities / university level institution, research institutions or PSU a) holding analogous post, or 5-years' experience in the scale of the grade pay Rs. 10000 or higher scale of the Sixth Central Pay Commission. b) possessing educational qualification prescribed in row 13.	Officers from the central / state government or Institutes of national importance or universities / university level institution, research institutions or PSU a) holding analogous post, or 5-years' experience in the lower scale of the grade pay Rs. 10000 of the Sixth Central Pay Commission. b) possessing educational qualification as prescribed in row 13.	Officers from the central / state government or Institutes of national importance or universities / university level institution, research institutions or PSU a) holding analogous post, or 3 years' experience in the lower scale of the grade pay Rs. 10000 of the Sixth Central Pay Commission. b) possessing educational qualification as prescribed in row 13.	Officers from the central / state government or Institutes of national importance or universities / university level institution research institutions or PSU a) holding analogous post, or 5-years' experience in the lower scale of the grade pay Rs. 9000/8900 of the Sixth Central Pay Commission. b) possessing educational qualification as prescribed in row 13.	Officers from the central / state government or Institutes of national importance or universities / university level institution, research institutions or PSU a) holding analogous post or 5-years' experience in the lower scale of the grade pay Rs. 8000 of the Sixth Central Pay Commission. b) possessing educational qualification as prescribed in row 13.	NA	
15	Composition of Selection Committee	SCSC framed by Ministry in concurrence of DoPT in terms of para of DoPT OM no AB 14017/11/2004-Estt.(RR) dtd 30.07.2007	SCSC in terms of para 5 of DoPT OM No AB 14017/11/2004-Estt.(RR) dtd 30.07.2007 in which Executive Director, RCB shall be a permanent member.	SCSC in terms of para 5 of DoPT OM No AB 14017/11/2004-Estt.(RR) dtd 30.07.2007 in which Executive Director, RCB shall be a permanent member.	1. The Executive Director shall be the Chairperson of the Selection Committee. 2. Deans of the Centre as members 3. Three subject experts at least at the level of a Professor nominated by the Executive Director. 4. Controller of Administration shall be the non-member secretary of the committee	1. The Executive Director shall be the Chairperson of the Selection Committee. 2. Deans of the Centre as members 3. Three subject experts at least at the level of a Professor nominated by the Executive Director. 4. Controller of Administration shall be the non-member secretary of the committee	1. The Executive Director shall be the Chairperson of the Selection Committee. 2. Deans of the Centre as members 3. Three subject experts at least at the level of a Professor nominated by the Executive Director. 4. Controller of Administration shall be the non-member secretary of the committee	
16	Composition of Confirmation committee	NA	NA	NA	1. A Distinguished scientist / academician nominated by Executive Director shall be the Chairperson. 2. Deans of the Centre as members 3. Two subject experts at least at the level of a Professor nominated by the Executive Director. 4. Controller of Administration shall be the non-member secretary of the committee	1. A Distinguished scientist / academician nominated by Executive Director shall be the Chairperson. 2. Deans of the Centre as members 3. Two subject experts at least at the level of a Professor nominated by the Executive Director. 4. Controller of Administration shall be the non-member secretary of the committee	1. A Distinguished scientist / academician nominated by Executive Director shall be the Chairperson. 2. Deans of the Centre as members 3. Two subject experts at least at the level of a Professor nominated by the Executive Director. 4. Controller of Administration shall be non-member secretary of the committee	
17	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	S	S	
18	Composition of Promotion Committee	NA	NA	NA	NA	Same as at Sl.16 above		
19	Minimum yrs of regular service required in existing grade for promotion to next higher grade	NA	NA	NA	NA	5	5	

#The total shall not exceed Rs 80,000

Schedule-3 : Posts in Technical Cadre of Regional Centre for Biotechnology

S. No.	Type	Business Development Manager	System Administrator	Instrumentation Engineer	Executive Engineer	Senior Technical Officer	Technical Officer	Assistant Engineer	Technical Assistant	Documentation Assistant	Total
	1	2	3	4	5	6	7	8	9	10	11
1	Department	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	
2	PB	4	3	3	3	3	2	2	2	2	
3	GP	10000	6600	6600	6600	5400	4600	4600	4200	4200	
4	Number of Sanctioned Posts	1	1	1	1	3	4	1	8	2	22
5	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	NA	NA	NA	NA	NA	NA	NA	
6	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	NO	NO	NO	NO	NO	NO	NO	NO	NO	
7	Method of Appointment	Direct recruitment, failing which on deputation or contract basis for tenure of up to 5 years or till attaining the age of superannuation, whichever is earlier	Direct recruitment, failing which on deputation or contract basis for tenure of up to 5 years or till attaining the age of superannuation, whichever is earlier	Direct recruitment, failing which on deputation or contract basis for tenure of up to 5 years or till attaining the age of superannuation, whichever is earlier	Direct recruitment, failing which on deputation or contract basis for tenure of up to 5 years or till attaining the age of superannuation, whichever is earlier	By promotion failing which by deputation/ contract, failing both, by direct recruitment.	By promotion failing which by deputation/ contract, failing both, by direct recruitment.	Direct recruitment, failing which by deputation.	Direct recruitment, failing which by deputation.	Direct recruitment, failing which by deputation.	
8	%age of each method of appointment as suggested in Col. (9)	100	100	100	100	100	100	100	100	100	
9	Is post exempted from consultation with UPSC before being filled	YES									
10	Nationality of Candidates recommended for appointment	INDIAN									
11	Is the post included for promotion under MACP	Yes									
12	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	50	40	40	40	35	30	30	30	30	
13	Min Educational Qualifications if Method of appointment is by Direct Recruitment	<p>a. Post-Graduate degree in Life Sciences, Degree in Medicine or Degree in Engineering with a post-graduate diploma or degree in Business management and 15 years of relevant experience; or,</p> <p>PhD degree in Life Sciences, Medicine or Engineering with a post-graduate diploma or degree in Business management, and 10 years of relevant experience.</p> <p><u>Experience</u></p> <p>a. Extensive experience in scientific business development and ability to lead legal, tax, accounting, financing, and cross-functional teams, strong leadership and negotiation skills.</p> <p>b. Excellent communication skills with strong ability to build and communicate business rationale.</p> <p>c. Ability and desire to work in biotech sector with small teams, fast pace, and fast changing environment.</p>	<p>a. BE / BTech or MSc / MCA degree in IT/related field or equivalent qualification and consistently excellent academic record.</p> <p>b. 6 years' relevant experience in scientific/ industrial/research/ICT or other organizations of which at least 5 years should be at the level of a Senior Scientific / Senior Technical Officer or equivalent.</p>	<p>a. BE / BTech degree in Electrical, Electronics, Instrumentation or relevant field and consistently excellent academic record.</p> <p>b. 6 years' scientific /industrial/resesarch/ICT or other relevant experience of which at least 5 years should be at the level of a Senior Scientific / Senior Technical Officer or equivalent with sound knowledge of Scientific Instrumentation.</p>	<p>a. BE/BTech (Electrical/Civil /Mechanical) or equivalent qualification with 5 years' experience in the relevant field, as Engineer/Asst. Engineer in PB-3 with GP 5400 at a government organization, or at a similar position in a reputed organization.</p> <p>b. Demonstrated experience of handling electrical or civil works of significant magnitude and quality.</p> <p>c. Experience of designing and work estimate preparation.</p> <p><u>Desirable:</u></p> <p>a. Knowledge of Computer-aided Design (CAD) and latest Management Technology or other relevant software.</p> <p>b. Experience of working with high tension lines, electrical maintenance, project planning, monitoring and management.</p> <p>c. Understanding of government rules and procedures for execution of engineering works.</p>	<p>a. BE/BTech (Electrical / Civil / Instrumentation / Mechanical /Information Technology)/MPharma or equivalent qualification or MCA or MSc with 5 years' experience in the relevant field in PB-2 with GP 4600 at a government organization, or at a similar position in a reputed organization.</p> <p>b. Demonstrated experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development.</p> <p><u>Desirable:</u></p> <p>a. Knowledge of GLP</p> <p>b. Understanding of government rules and procedures for execution of maintenance works.</p>	<p>a. BE/BTech (Electrical / Civil / Instrumentation / Mechanical /Information Technology) or MPharm, MCA or MSc or equivalent qualification with 5 years' experience in the relevant field in PB-2 with GP 4200 at a government organization, or at a similar position in a reputed organization.</p> <p>b. Experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development.</p> <p><u>Desirable:</u></p> <p>a. Knowledge of GLP</p> <p>b. Understanding of government rules and procedures for execution of maintenance works.</p>	<p>a. BE/BTech (Electrical/Civil /Mechanical) or equivalent qualification with 5 years' experience in the relevant field, as Engineering Assistant in PB- with GP 4200 at a government organization, or at a similar position in a reputed organization.</p> <p>b. Demonstrated experience of handling electrical or civil works of significant magnitude and quality.</p> <p>c. Experience of designing and work estimate preparation.</p> <p><u>Desirable:</u></p> <p>a. Knowledge of Computer-aided Design (CAD) and latest Management Technology or other relevant software.</p> <p>b. Experience of working with high tension lines, electrical maintenance, project planning, monitoring and management.</p> <p>c. Understanding of government rules and procedures for execution of engineering works.</p>	<p>a. BE/BTech/BPharm/MSc, with 3 years' relevant experience in a reputed organization.</p> <p>b. Experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development, or creation and maintenance of database and websites.</p> <p>c. Proficiency in use of computers for word processing and data handling.</p> <p><u>Desirable:</u></p> <p>Understanding of government rules and procedures</p>	<p>a. Graduate degree in any discipline, preferably life sciences, with 3 years' relevant experience in a reputed organization.</p> <p>b. Experience of office administration, maintaining Library services, or creation and maintenance of database and websites.</p> <p>c. Proficiency in use of computers for word processing and data handling.</p> <p><u>Desirable:</u></p> <p>Understanding of government rules and procedures.</p>	

[illegible]

Schedule-4 : Posts in Management Cadre of Regional Centre for Biotechnology									
S. No.	Type	Controller of Administration	Senior Manager (A&F)	Registrar	Administrative Officer	Staff Officer to Executive Director	Section Officer	Management Assistant	Total
	1	2	3	4	5	6	7	8	9
1	Cadre	Management							
2	PB	4	4	4	3	3	2	2	
3	GP	8900	8700	8700	6600	6600	4600	4200	
4	Number of Sanctioned Posts	1	1	1	3	1	3	4	14
5	Is the post a Selection Post (S) or Non Selection Post (NS)	NA	NA	NA	NA	NA	NA	NA	
6	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	NO	NO	NO	NO	NO	NO	NO	
7	Method of Appointment	Direct recruitment, failing which on deputation or contract basis for tenure of up to 5 years or till attaining the age of superannuation, whichever is earlier	Direct recruitment, failing which on deputation or contract basis for tenure of up to 5 years or till attaining the age of superannuation, whichever is earlier	Direct recruitment, failing which on deputation or contract basis for tenure of up to 5 years or till attaining the age of superannuation, whichever is earlier	By promotion failing which by deputation / contract, failing both by direct recruitment.	By promotion failing which by deputation / contract, failing both by direct recruitment.	By promotion failing which by deputation / contract, failing both by direct recruitment.	Direct recruitment, failing which on deputation	
8	%age of each method of appointment as suggested in Col. (10)	100	100	100	100	100	100	100	
9	Is post exempted from consultation with UPSC before being filled	YES							
10	Nationality of Candidates recommended for appointment	INDIAN							
11	Is the post included for promotion under MACP	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
12	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	50	50	50	40	40	30	30	
13	Min Educational Qualifications if Method of appointment is by Direct Recruitment	a. A post-graduate degree in management or its equivalent. b. Minimum 20 years' experience in administrative and allied positions in the Government / Autonomous bodies of the Govt./ Reputed educational institutions or research establishments/ Public sector organizations. c. At least 3 years regular service in position carrying GP of Rs. 8900 or 5 years' regular service in position carrying GP of Rs. 8700, or 8 years' service in the position carrying GP of 7600. d. The candidate must have strong analytical, oral and written communication, and negotiation skills.	a. A post-graduate degree in finance. b. Minimum 15 years' experience in administrative or financial management in the Government / Autonomous bodies of the Govt./ Reputed educational institutions or research establishments/ Public sector organizations. c. At least 5 years' regular service in a position carrying GP of Rs. 7600, or 8 years' service in a position carrying GP of 6600. d. The candidate must have strong oral and written communication skills. e. Must have knowledge of modern management practices and use of computers.	a. A post-graduate degree in any discipline. b. Minimum 15 years' experience in academic administration in a university or an educational institutional imparting tertiary education. c. At least 5 years' regular service in a position carrying GP of Rs. 7600, or 8 years' service in a position carrying GP of 6600. d. The candidate must have strong oral and written communication skills. e. Must have knowledge of modern academic management practices and use of computers.	a. A post-graduate degree in any discipline. b. Minimum 10 years' experience in HR, administration, science communication, purchase department in a reputed organization. c. Those in govt. service must have at least 4 years' experience in a position carrying GP of Rs. 5400, or 8 years' experience in a position carrying GP of 4600. d. The candidate must have strong oral and written communication skills. e. Must have knowledge of modern management practices and use of computers.	a. Post graduate degree in science/ technology, Preferably related to life-sciences, having relevant experience of working with Chief Executive of a reputed organisation providing critical Secretarial or administrative support with a total relevant experience of 10 years. OR b. A Ph.D. degree in life sciences with three years of experience in science communications/office management. <u>Desirable</u> A degree/diploma in business management and experience in project management	a. A graduate degree in any discipline with sound knowledge of modern management practices and use of computers for word processing and preparation of Excel sheets. b. Minimum 5 years' experience in either HR, administration, science communication, purchase department in a reputed organization. c. Those in govt. service must have at least 5 years' experience in a position carrying GP of Rs. 4200 d. The candidate must have strong oral and written communication skills.	a. A graduate degree in any discipline with sound knowledge of modern management practices and use of computers for word processing and preparation of Excel sheets. b. Three years' experience in office procedures preferably in a government R&D institution. c. The candidate must have strong oral and written communication skills.	
14	By Deputation	Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post, or with at least 3 years service in posts with GP of Rs. 8900 or 5 years' service in posts with GP of Rs. 8700 or its equivalent possessing educational qualification and experience as prescribed in row 13.	Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post, or with at least 5 years' service in posts with GP of Rs. 7600 or its equivalent possessing educational qualification and experience as prescribed in row 13.	Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post, or with at least 5 years' service in posts with GP of Rs. 7600 or its equivalent possessing educational qualification and experience as prescribed in row 13.	Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post or with atleast 5 years relevant experience in Grade Pay of Rs.5400 plus qualification as prescribed in row 13.	Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post or with atleast 5 years relevant experience in Grade Pay of Rs.5400 plus qualification as prescribed in row 13.	Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post, or with at least 5 years' service in posts with GP of Rs. 4200 or its equivalent, and possessing educational qualification and experience as prescribed in row 13.	Officers from the Central / State Governments / Universities / R&D institutions, or PSU: holding analogous post, or with at least 3 years' service in posts with GP of Rs. 2800 or its equivalent, and possessing educational qualification and experience as prescribed in row 13.	
15	Composition of Selection Committee	• The Executive Director shall be the Chairperson of the Selection Committee. • Deans of the Centre. • Three subject experts nominated by the Executive Director. • Controller of Administration - Member Secretary	• The Executive Director shall be the Chairperson of the Selection Committee. • Deans of the Centre. • Two subject experts nominated by the Executive Director. • Controller of Administration - Member Secretary	• The Executive Director shall be the Chairperson of the Selection Committee. • Deans of the Centre. • Two subject experts nominated by the Executive Director. • Controller of Administration - Member Secretary	• The Executive Director shall be the Chairperson of the Selection Committee. • Deans of the Centre. • Two subject experts nominated by the Executive Director. • Controller of Administration - Member Secretary	• The Executive Director shall be the Chairperson of the Selection Committee. • Deans of the Centre. • Two subject experts nominated by the Executive Director. • Controller of Administration - Member Secretary	• Nominee of the Executive Director shall be the Chairperson of the Selection Committee. • Two subject experts nominated by the Executive Director. • Controller of Administration - Member Secretary	• Nominee of the Executive Director shall be the Chairperson of the Selection Committee. • Two subject experts nominated by the Executive Director. • Controller of Administration - Member Secretary	

Schedule-4 : Posts in Management Cadre of Regional Centre for Biotechnology									
S. No.	Type	Controller of Administration	Senior Manager (A&F)	Registrar	Administrative Officer	Staff Officer to Executive Director	Section Officer	Management Assistant	Total
	1	2	3	4	5	6	7	8	9
16	Composition of Confirmation committee	1. Nominee of Executive Director - Chairperson 2. Two subject experts in the relevant field nominated by Executive Director - Members	1. Nominee of Executive Director - Chairperson 2. Two subject experts in the relevant field nominated by Executive Director - Members 3. Controller of Administration - Member Secretary						
17	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	NA	S	S	
18	Composition of Promotion Committee (for Regular/MACP)	Same as at Sl.No.16							
19	Minimum yrs of regular service required in existing grade for promotion to next higher grade	NA	5	5	5	5	5	5	