



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



क्षेत्रीय जैवप्रौद्योगिकी केन्द्र
राष्ट्रीय महत्ता की संस्था
जैवप्रौद्योगिकी विभाग, भारत सरकार द्वारा यूनेस्को के तत्वाधान में स्थापित
फरीदाबाद-गुडगांव एक्सप्रेसवे, फरीदाबाद - 121001

Advertisement No. RCB/01/2020/Recruitment/HR

RECRUITMENT FOR TECHNICAL & ADMINISTRATIVE POSITIONS

Regional Centre for Biotechnology invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the following posts:

S. No.	Name of the Post, Pay Level as per 7 th CPC	No. of Vacancy, Category & Mode of Recruitment	Educational Qualifications & Age limit
01	Assistant Engineer Pay Level-7	01-UR Direct Recruitment	BE/BTech (Electrical/Civil/Mechanical) or equivalent qualification with 5 years' experience. Age Limit: 30 years.
02	Technical Officer Pay Level-7	01 Temporary vacancy on Deputation/ Short-Term Contact	BE/BTech (Electrical/Civil/Instrumentation/Mechanical/Information Technology) or MPharm, MCA or MSc or equivalent qualification with 5 years' experience in Pay Level 6 Age Limit: 56 years
03	Technical Assistant Pay Level-6	02-OBC Direct Recruitment	B.E./B.Tech/BPharm/M.Sc. with 3 years' experience. Age Limit: 30 years
04	Section Officer Pay Level-7	02 (UR-01 on Direct Recruitment & 01-Temporary vacancy on Deputation/ Short-Term Contract)	Graduation (in any discipline) with 5 years' experience. Age Limit: 30 years for Direct Recruitment and 56 years for Deputation/Short-Term-Contract

For further details, please visit website www.rcb.res.in
Last date of receipt of applications is **14th April, 2020.**

Registrar

विज्ञापन सं. RCB/01/2020/भर्ती/एचआर

तकनीकी एवं प्रशासनिक पदों की भर्ती

क्षेत्रीय जैवप्रौद्योगिकी केन्द्र उपयुक्त, योग्य, गतिशील, परिणामोन्मुख एवं समर्पित उम्मीदवारों से आवेदन आमंत्रित करता है :

क्र. सं.	पद का नाम व 7 ^{वें} वेतन आयोग के अनुसार वेतन स्तर	पद की संख्या, श्रेणी एवं भर्ती की विधि	शैक्षिक योग्यताएँ एवं आयुसीमा
01	सहायक अभियंता वेतन स्तर 7	01-अनारक्षित सीधी भर्ती	बीई/बीटेक (इलैक्ट्रिकल/सिविल/मैकेनिकल) या समकक्ष योग्यता एवं 5 वर्ष का अनुभव। आयुसीमा: 30 वर्ष
02	तकनीकी अधिकारी वेतन स्तर 7	01 अस्थायी पद प्रतिनियुक्ति/अल्पकालिक अनुबंध	बीई/बीटेक (इलैक्ट्रिकल/सिविल/इंस्ट्रुमेंटेशन/मैकेनिकल/इन्फॉर्मेशन टेक्नोलॉजी) या एमफार्मा, एमसीए एवं एमएससी या समकक्ष योग्यता एवं वेतन स्तर-6 में 5 वर्ष का अनुभव। आयुसीमा: 56 वर्ष।
03	तकनीकी सहायक वेतन स्तर 6	02-OBC सीधी भर्ती	बीई/बीटेक/बीफार्मा/एमएससी सहित 3 वर्ष का अनुभव। आयुसीमा: 30 वर्ष
04	अनुभाग अधिकारी वेतन स्तर 7	02 (01-अस्थायी पद सीधी भर्ती एवं 01 प्रतिनियुक्ति/अल्पकालिक अनुबंध)	स्नातक (किसी भी विषय में) सहित 5 वर्ष का अनुभव। आयुसीमा: सीधी भर्ती हेतु 30 वर्ष और प्रतिनियुक्ति/अल्पावधि अनुबंध आधार पर 56 वर्ष।

अन्य विवरण के लिए वेबसाइट www.rcb.res.in देखें। आवेदन प्राप्त करने की अंतिम तिथि **14 अप्रैल, 2020** है।

कुलसचिव

क्षेत्रीय जैवप्रौद्योगिकी केन्द्र
 राष्ट्रीय महत्ता की संस्था, जैवप्रौद्योगिकी विभाग,
 भारत सरकार द्वारा यूनेस्को के तत्वावधान में स्थापित
 Regional Centre for Biotechnology
 An institution of National Importance,
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03.03.2020

Advertisement No. RCB/01/2020/Recruitment/HR

RECRUITMENT FOR TECHNICAL & ADMINISTRATIVE POSITIONS

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.

The Centre invites applications from suitably qualified, dynamic, result-oriented and dedicated Indian nationals for the following posts:

S. No.	Name of the post, Pay Level & Mode of Recruitment	Qualifications & Experience	Job Description	No. of post(s) & age limit
1	Assistant Engineer Pay Level – 7 (Rs. 44900 to Rs. 142400) Direct Recruitment	a) BE/ B Tech Electrical/ Civil/Mechanical) or equivalent qualification with 5 years' experience in the relevant field, as Engineering Assistant with Pay Level 6 at a government organization, or at a similar position in a reputed organization. b) Demonstrated experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation. Desirable: a) Knowledge of Computer–Aided Design (CAD) and latest Management Technology or other relevant software. b) Experience of working with high tension lines, electrical maintenance, project planning, monitoring and management. c) Understanding of government rules and procedures for execution of engineering works.	a) Look after the construction projects of Civil structures/ Electrical works to be executed through tendering/ quotations; liaise with construction in preparation of design, tender documents for inviting offers for major works; monitor execution of works, certify payments as per established procedures, plan and design. b) Plan & monitor execution of smaller works, and maintenance activities pertaining to civil and electrical works. c) Coordination of the activities of the Building Committee of the Centre. d) Perform any other duties assigned to him/her by the Executive Director from time to time.	01 Post (UR) Upper Age limit: 30 years
2	Technical Officer Pay Level – 7 (Rs. 44900 to Rs. 142400)	Officers from the Central / State Governments / Universities / University level R&D institutions, or PSU: holding analogous post or with at least 5 years' service in posts with Pay Level 6 or its equivalent, and possessing	a) Assist senior authorities in writing the SOPs for the various technical processes. b) Carry out QC checks at regular intervals. c) Carry out testing of samples as per the SOPs.	01 post Upper Age Limit: 56 years

	<p>Deputation/Short-Term Contract basis only for an initial period of one year or until return of the previous incumbent from deputation, whichever is earlier (not exceeding three years).</p>	<p>following educational qualification and experience:</p> <p>a. BE/B Tech (Electrical / Civil / Instrumentation / Mechanical /Information Technology) or M Pharm, MCA or MSc or equivalent qualification</p> <p>b. Experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development.</p> <p>Desirable:</p> <p>a. Knowledge of GLP</p> <p>b. Understanding of Government rules and procedures for execution of maintenance works.</p> <p>C. Knowledge of technical purchase procedures of Govt. including GeM.</p>	<p>d) Maintain equipment in a qualified state and provide technical services to the user scientists.</p> <p>e) Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the facilities.</p> <p>f) Assist faculty for purchase of technical lab equipment.</p> <p>g) Perform any other duties assigned to him/her by the Executive Director from time to time.</p>	
3	<p>Technical Assistant Pay Level – 6</p> <p>(Rs. 35400 to Rs. 112400)</p> <p>Direct Recruitment</p>	<p>a) BE /BTech/ B Pharm/ 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>Desirable: Understanding of government rules and procedures.</p>	<p>a) Assist in management of Biotechnology laboratories.</p> <p>b) Maintain and coordinate use of scientific equipment and infrastructure.</p> <p>c) Preparation of scientific reports.</p> <p>d) Maintenance of data-bases.</p> <p>e) Preparation of technology related policies, IPR and legal issues.</p> <p>f) Perform any other duties assigned to him/her by the Executive Director from time to time.</p>	<p>02 Posts (OBC)</p> <p>Age limit: 30 years</p>
4	<p>Section Officer</p> <p>Pay Level – 7 (Rs. 44900 to Rs. 142400)</p> <p>(a) 01 post on Direct Recruitment</p> <p>(b) 01 post on Deputation/Short-Term Contract basis only for an initial period of one year or until return of the previous incumbent from</p>	<p><u>DEPUTATION/SHORT-TERM-CONTRACT</u></p> <p>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 Pay Level 6 or its equivalent, and possessing following educational qualification and experience:</p> <p>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.</p>	<p>a) Providing Administrative Support for efficient handling of Administration / Establishment / Personnel (HR)/ Academic/Purchase and Stores Section.</p> <p>b) Ensuring smooth and efficient functioning of assigned division as per mandate of RCB.</p> <p>c) Perform any other duties assigned to him/her by the Executive Director from time to time.</p>	<p>02 posts {01 (UR) on Direct Recruitment and 01 on Deputation/Short-Term-Contact}</p> <p>Age limit: 30 years for Direct Recruitment & 56 years for deputation including Short-Term Contract</p>

	<p>deputation, whichever is earlier (not exceeding three years).</p>	<p>b. Minimum 5 years' experience in HR, administration, science communication, purchase department in a reputed organization.</p> <p>c. The candidate must have strong oral and written communication skills.</p> <p>Direct Recruitment</p> <p>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.</p> <p>b. Minimum 5 years' experience in either HR, administration, science communication, purchase department in a reputed organization.</p> <p>c. Those in govt. service must have at least 5 years' experience in a position carrying pay Level 6.</p> <p>d. The candidate must have strong oral and written communication skills.</p> <p>Desirable: Knowledge of Store/Purchase Procedures and Govt Rules.</p>		
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TERMS AND CONDITIONS

1. There will be a probation period of two years for the candidates appointed through direct recruitment which may be extended at the discretion of the Competent Authority.
2. The pay and allowances etc. are presently admissible as per the recommendations of 7th Pay Commission of the Govt. of India. Other benefits include NPS, Medical reimbursement, LTC, etc. as per rules of the Centre.
3. The experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
4. All educational, professional and technical qualifications should be from a recognized Board/ University.
5. The candidates employed in Central/State Govt./Autonomous Institution/ or Public Sector Undertaking etc. should apply through proper channel or produce 'No- Objection Certificate' at the time of selection process. The candidates who have not forwarded their application through proper channel or are not in possession of 'No Objection Certificate' at the time of selection process, shall not be permitted to appear in the selection process (written test /skill Test/interview).
6. Outstation SC/ST candidates called for selection process will be paid to & fro second class railway fare, as per GOI rules on production of the proof of the same.
7. The rules and procedure prescribed by the Govt. of India in respect of Reservation policy for the reserved categories shall be followed for the posts filled by direct recruitment.

8. Age relaxation is permissible as per Govt. of India norms. There would be no upper age limit in respect of the officers/staff members already working on a regular basis in the Centre.

9. 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.

10. The candidates should submit separate application for separate post.

11. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Court(s) at Faridabad, Haryana.

Deputation (including Short-Term-Contract):

12. Terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.

13. The officers selected for appointment on deputation may either retain their pay level applicable to them plus deputation allowance and other allowances as admissible in their parent cadre, or draw their pay in the appropriate pay level indicated against the post as per Govt. norms.

14. Candidate appointed on deputation shall not have any claim for any promotion/absorption during the period of deputation.

15. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

How to Apply?

Direct Recruitment:

Interested candidates should fill their applications online with the requisite fee of Rs. 1000/- (SC/ST/PWD/ Women candidates are exempted from payment of fees) **latest by 14 April, 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.

Deputation (including Short Term Contract):

The application in the prescribed format (**Annexure I**) of the eligible candidate, whose services can be spared immediately on selection, may be forwarded through proper channel along with the certificate from the Forwarding Authority (in proforma given at **Annexure II**) to **The Registrar, Regional Centre for Biotechnology, NCR, Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad, Haryana-121001.**

Last Date: The last date of submission of online applications (in case of direct recruitment) and receipt of physical applications (in case of Deputation including Short-Term-Contract) at RCB, Faridabad will be 30 days from the date of publication of advertisement in the Employment News.

Disclaimer: - Candidate 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.

The decisions of the Competent Authority, RCB will be final and binding in all cases.

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(Registrar)

Advertisement No. RCB/01/2020/Recruitment/HR

**APPLICATION FOR THE POST OFON DEPUTATION/SHORT-TERM-CONTRACT)
BASIS**

Self attested
recent passport
size photograph

1. Name of applicant with designation and complete office address (in Block letters), email & telephone No.						
2. Date of Birth (in Christian era)						
3. Date of retirement under Central/State Govt. Rules						
4. Educational Qualifications						
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)						
Qualifications/Experience required				Qualifications/Experience possessed by the officer		
Essential (1)						
(2)						
(3)						
Desired (1)						
(2)						
6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post						
7 . Details of Employment, of last 10 years in chronological order, enclose a separate sheet, duly authenticated under your signature.						
Name of office/organisation where employed	Post held	From	To	Basic Pay	Grade Pay	Major Duties

8. Nature of present employment i.e. adhoc or temporary or permanent.	
9. Whether belongs to All India or Organised Gr. A Service. If yes, then mention name of Service and Batch.	
10. Post held on regular (i.e. substantive) basis and the date from which held with Grade Pay/Pay Level)	
11. Present pay	
12. In case the present employment is held on Deputation/contract basis, please state a) The date of initial appointment b) The period of appointment on deputation/contract c) Name of the parent office/organization to which you belong	
13. Training/Courses attended	
14. Additional details about your present employment. Please state whether working under-	
a) Central Government	
b) State Government	
c) Autonomous Organizations	
d) Central Public Sector Undertaking	
e) State Public Sector Undertaking	
15. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
16. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
17. Total emoluments per month now drawn	
18. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-à-vis the "duties" mentioned in column 2 of Annexure-A. Enclose a separate sheet, if required.	

Sl. No.	Office/Institute /Organisation	Post (s) held	Period		Scale of Pay	Nature of Duties/Experience Name of Employer
			From	To		

19. Whether belongs to SC/ST/OBC	
20. Remarks (The candidate may indicate information with regard to (i) Research publications and reports and special projects	

(ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if required)	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date _____

Signature of the candidate

Address _____

Declaration by the Applicant

1. I,.....hereby declare that my posting on deputation as in RCB shall not bestow any right to me to claim either seniority in the said post in respect of the services rendered by me on deputation or regular appointment.
2. I will not claim absorption in RCB in the said post.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date:
Place:

Signature of the applicant

Countersigned

(Employer with Seal)



Advertisement No. RCB/01/2020/Recruitment/HR

Annexure-II

**(Certificate to be Furnished by the Employer/Head of Office/Forwarding Authority
Not Below the Rank of Under Secretary to GoI or equivalent)**

Name of Applicant:

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested Copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him during the last 10 years.

Signature :

Name :

Designation :

Telephone No. :

E-mail ID

Office Seal :

Date:

Place: