

## **RECRUITMENT FOR ADMINISTRATIVE / TECHNICAL POSITIONS**

Regional Centre for Biotechnology (RCB) is an institution of education, training and research established by the Govt. of India under the auspices of UNESCO intended to foster innovative research and education in a wide range of biotech-related sciences. RCB is situated in the NCR Biotech Science Cluster (BSC) developed by the Department of Biotechnology, Government of India, on a 200-acre site located at Faridabad within NCR Delhi along with other constituent institutions. An Advanced Technology Platforms Centre (ATPC), a major research resource of BSC, has been established through RCB for catering to the needs of researchers & entrepreneurs within BSC as well as outside.

RCB is looking for dynamic, result-oriented and dedicated aspirants for the following positions in ATPC and invites applications of suitably qualified, dynamic, result-oriented and dedicated candidates for the following contractual posts on Direct recruitment.

Sl. No	Name of the post & Pay	Qualifications and Experience	Job Description	No. of posts & age limit
1.	<b>Senior Finance and Business Manager (Contractual)</b> <b>Rs. 93000/-</b>	<p><b>Essential Qualifications:</b> A Ist Class Graduate with Post Graduate degree in finance/MBA with specialization in Finance. Candidates with professional qualifications like CA/ICWAI will also be considered.</p> <p><b>Experience :</b> Candidate should have relatively vide experience of a minimum of 15 years in the field of Project Costing, Accounting, revenue generation, fixing of service charges, raising invoices, statutory compliances of the GOI and hands on experience in most of areas identified in the Job description</p>	<p>Specific Responsibilities</p> <ol style="list-style-type: none"> <li>1. Business Development, Setting Targets, Planning &amp; Monitoring • Work closely with the Chief Executive/Head ATPC to develop business and monitor ATPCs performance against business objectives and targets; use reports to track progress against targets and prepare regular reports for the Board and Committees • Contribute to the formulation and dissemination of annual plans, monitor their implementation and make appropriate changes within areas of responsibility. Manage the production of publicity leaflets and other publicity material.</li> <li>2. Finance • Oversee budgetary management and the production of management accounts and financial reports • Contribute to the development of financial policies and procedures to ensure effective management • Manage contracts, tendering arrangements and ongoing relationships with suppliers</li> <li>3. Governance • Manage the effective and efficient servicing of meetings of the Board, its Committees and other associated groups • Co-ordinate working groups and/or committees to ensure effective outcomes in line with agreed objectives and resources.</li> <li>4. Administration Management • Provide supportive and effective leadership management of staff within areas of responsibility • Ensure that the recruitment, management, training, development and appraisal of staff is undertaken effectively within areas of responsibility • Ensure that current employment, equal opportunities and health and safety legislation, together with good practice, are consistently applied.</li> <li>5. Any other duties as maybe deemed suitable to the post, as agreed with the Chief Executive, and within the context of the contract of employment. Priorities are likely to vary from time to time.</li> </ol>	One 45 years

2.	<b>Senior Technical Officer (Contractual)</b> <b>Rs. 55000/-</b>	<b>Essential Qualification:</b> First class Post Graduate in Science / First Class Engineering Graduate with consistently good academic record having minimum 5 years experience and having thorough knowledge of handling scientific / technical equipment & documentation preferably in large or medium government research institutes / Universities /departments/ scientific organisations. <b>Desirable:</b> Higher qualifications in Biomedical instrumentation/ experience in intellectual Property Rights / Project documentation	This is a multispectral role and involves the following responsibilities. 1. Learning is a very important part of this Job Candidate need to well versed with the assigned technology platforms and independently handle users sample analysis request. The selected candidates are required to get trained themselves on various instruments as well as on various software and techniques as required by the facility and/or R&D projects.  2. Facility Management Tasks: Coordinate with the Infrastructure (IT, electrical, AC etc.) team and other members of the facility to ensure smooth running of the facility and support users.  3. System Maintenance and Support Troubleshoot problems with instruments with the help of authorize application scientist or engineer. Help groups on campus in designing instrument and data acquisitions. 5. Course Organization Help in activities related to organization of various courses conducted on campus. The activities include: a. Designing Website, poster, brochure and other ad material b. Compile course book and other study material c. Logistics support d. Teaching Assistance	One 40 years
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The age limit, qualifications, experience and other requirements can be relaxed at the discretion of the Controlling Authority, in case of candidates otherwise well qualified. Terms and conditions of appointment and application format can be downloaded from the website [www.rcb.res.in](http://www.rcb.res.in) or [www.rcb.ac.in](http://www.rcb.ac.in)

Interested candidates should submit their applications duly completed, to the Senior Manager (A&F), Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Gurgaon Faridabad Expressway, Faridabad 121001 **in the prescribed format** which can be downloaded from the website, along with attested copies of certificates of academic, professional & technical qualifications, present position and past experience, caste certificate, if any, photograph and a Demand draft of Rs. 500/- from any Nationalised Bank (SC/ST/PH candidates are exempted from payment of fees) drawn on State Bank of India payable at Faridabad in favour of the Executive Director, Regional Centre for Biotechnology, **latest by 30<sup>th</sup> October 2016.**

#### **OTHER TERMS AND CONDITIONS**

1. The appointment will be initially for a period of one year which may be extended at the discretion of the Competent Authority.
2. The experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
3. All educational, professional and technical qualifications should be from a recognized Board / University and should be supported by attested copies of Certificates, failing which the applications are liable to be rejected.
4. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
5. 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.
6. Canvassing in any form will be a disqualification.
7. 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 each 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.

**APPLICATION FORMAT**

Please affix Recent Photograph
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1. Name of the post applied for :
2. Full Name (in block letters) :
3. Father's /Husband's Name :
4. Date of Birth and Age as on **30.10.2016** :
5. Caste (Gen /SC /ST /OBC /PH) :
6. Permanent Address :
7. Correspondence Address :
8. E-mail /Telephone / Mobile / Fax No. (s), if any :
9. Details of Academic, Professional & Technical Qualifications :  
**(Separate sheets may be enclosed as Annexure for details)**
10. Details of Past Experience & Present Employment :  
**(Separate sheet may be enclosed as Annexure for details)**
11. i) Present Pay :
- ii) Total Emoluments drawn per month :
12. Names and complete addresses along with e- Mail fax a (i) :  
Nos. of three referees who can comment on the candidates s  
temperament

**(ii) :**

**(iii) :**

**DECLARATION**

I.....hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

(only for Candidates serving in Government / PSUs / Autonomous institutions)

I..... hereby declare that I have informed my parent organisation regarding my application and the copy of this application will be forwarded by my parent organisation in due course of time and/or I will produce a NOC from my parent office, if my candidature is considered for being called for interview.

Place:  
Date :

Signature of the Candidate