



United Nations
Educational, Scientific and
Cultural Organization

REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education, training and research

Established by the Dept. of Biotechnology, Govt. of India
Under the Auspices of UNESCO
180 Udyog Vihar Phase 1, Gurgaon - 122016, India

RECRUITMENT FOR ADMINISTRATIVE POSITION

Regional Centre for Biotechnology (RCB) is an autonomous academic institution established by the Department of Biotechnology, Govt. of India with regional and global partnerships synergizing with the programmes of UNESCO as a Category II Centre. 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. RCB provides a platform for interdisciplinary research & education at the biotech interface of engineering & medicine, chemistry & physics, agriculture & climate science to empower human resources to drive biotech science and provide a common platform for innovation, enterprise and industrial development to germinate. The Centre would be beneficial to India as well as other Member States of UNESCO in this region towards developing knowledge-rich, highly skilled human resource, harmonizing policies & procedures in biotechnology and indirectly promoting trade.

The Centre invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for recruitment against a regular vacancy of **Staff Officer to Executive Director in the PB-3, Pay Scale of Rs. 15600-39100 + Grade Pay Rs.6600/-** on direct recruitment / deputation / permanent absorption. Interested candidates should submit their application duly completed, to the Senior Manager (A&F), Regional Centre for Biotechnology 180, Udyog Vihar, Phase-I, Gurgaon (Haryana)-122016 in the prescribed format which can be downloaded from the website, along with attested copies of certificates of academic, professional & technical qualifications, passport size photograph, present position and past experience **latest by 26.09.2014**. Interested candidates hailing from North Eastern States should submit their application **latest by 03.10.2014**. For other details, please visit our websites www.rcb.res.in & www.rcb.ac.in Incomplete applications or applications received after due date will not be entertained.

Senior Manager (A&F)



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RCB is presently located in Udyog Vihar Phase I, Gurgaon (NCR) neighbouring the South Delhi area which has adequate housing, transportation and schooling facilities. The permanent campus of the Centre is nearly ready in a unique NCR Biotech Science Cluster (BSC) set-up by the Department of Biotechnology (DBT), Government of India in the NCR at Faridabad (Haryana).

The Centre invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the following post on direct recruitment/deputation / permanent absorption basis.

Sl. No	Name of the post/ Pay Scale + G. Pay	Qualifications and Experience	Job Description	No. of posts & age limit
1.	STAFF OFFICER TO EXECUTIVE DIRECTOR Rs.15600-39100 + 6600	ESSENTIAL: Graduate with at least five years experience in one level below in the pay scale of Rs.15600-39100 with GP of Rs. 5400 or equivalent level or having a total relevant experience of 10 years OR Young energetic persons with BBA /MBA in Personnel Management/ Personnel Relations / Human Resources having relevant experience of working with Chief Executive Officer/ Executive Director of a reputed organisation/ department/ corporate office etc. as Private Secretary / Executive Secretary in providing critical Secretarial or administrative support to the office of the Executive Director / Senior Officer DESIRABLE: Post Graduate qualification in Secretarial / Administrative Management or equivalent qualification having experience of working in Scientific Research / Academic Institute.	Play a pivotal role in assisting the Executive Director in managing and delivering the Centre's mandate, maintain confidentiality of the office, preparation of agenda for meeting & arrangement of facilities therefore, preparation of presentations for Board Meetings, record the meeting discussions and prepare the action minutes, compose correspondence / reports, co-ordinate with other departments and manage other routine activities. Further, incumbent has to handle any other duties assigned by the Executive Director, in addition to the above duties.	One post 40 years

The age limit, qualifications, experience and other requirements are relaxable at the discretion of the Controlling Authority, in case of candidates otherwise well qualified. Executive Director, Regional Centre for Biotechnology reserves the right to recruit the position in a lower grade pay of Rs. 5400, in the event of non availability of suitable candidate. Terms and conditions of appointment and application format can be downloaded from the website www.rcb.res.in or www.rcb.ac.in

Interested candidates should submit their applications duly completed, to the Senior Manager (A&F), Regional Centre for Biotechnology 180, Udyog Vihar, Phase-I, Gurgaon (Haryana) -122016 **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 Gurgaon in favour of the Executive Director, Regional Centre for Biotechnology, **latest by 26.09.2014**. Interested candidates hailing from North Eastern States (viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura) should submit their application **latest by 03.10.2014**. Incomplete applications or applications received after due date will not be entertained.

OTHER TERMS AND CONDITIONS

1. There will be a probation period of one year which may be extended at the discretion of the Competent Authority.
2. The pay and allowances etc are admissible as per the recommendations of 6th Pay Commission of the Govt. Other benefits include Membership to the New Pension Scheme, Medical reimbursement, LTC, etc. as per rules of the Institute.
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 and should be supported by attested copies of Certificates, failing which the applications are liable to be rejected.
5. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No-Objection Certificate' at the time of interview. However, Candidates applying for deputation / permanent absorption may invariably get their application forwarded through proper channel.
6. The officers selected for appointment on deputation may either retain their grade pay in the scale applicable to them plus deputation allowance and other allowances as admissible in their parent cadre, or draw their pay in the appropriate grade indicated against the post. The period and terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time
7. 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.
8. Canvassing in any form will be a disqualification.
9. Positions will be initially based in the RCB's interim office 180, Udyog Vihar, Phase-I, Gurgaon and will be shifted to its permanent campus in Faridabad shortly.
10. 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
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Recent
Photograph

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 **01.10.2014** :
5. Category (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 scale :
 - ii) Present Basic pay :
 - iii) 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