

क्षेत्रीय जैवप्रौद्योगिकी केन्द्र
राष्ट्रीय महत्ता की संस्था, बायोटेक्नोलॉजी विभाग,
भारत सरकार द्वारा यूनेस्को के तत्वावधान में स्थापित
Regional Centre for Biotechnology
An institution of National Importance,
Established by the Department of Biotechnology
Government of India, Under the auspices of UNESCO



Advertisement No. RCB/01/2025/Recruitment/HR

RECRUITMENT FOR ADMINISTRATIVE POSITIONS

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

S. No.	Name of the post	Pay Level	No. of post	Mode of Recruitment
1.	Finance Officer	13	01-UR	Direct Recruitment, failing which on deputation or contract basis for tenure of upto 5 year or till attaining the age of superannuation, whichever is earlier.

For details, visit website www.rcb.res.in. Last date for online receipt of application is 05-08-2025.

Controller of Administration

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राष्ट्रीय महत्ता की संस्था, जैवप्रौद्योगिकी विभाग,
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..... June, 2025

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RECRUITMENT FOR 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 online applications from suitably qualified, dynamic, result-oriented and dedicated Indian candidates for the following post:

Sl. No	Name of the post & Pay Level	Qualifications and Experience	Job Description	No. of post & age limit
1.	Finance Officer Pay level 13 (Rs.123100-215900) Direct Recruitment, failing which on deputation or contract basis for tenure upto 5 years or till attaining the age of superannuation, whichever is earlier.	<u>Direct Recruitment:</u> 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 Pay Level 12 or 8 years' service in a position carrying Pay Level 11. d) The candidate must have strong oral and written communication skills. e) Must have knowledge of modern management practices and use of computers. <u>Deputation/Short-Term-Contract:</u> 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 12 or its equivalent possessing educational qualification and experience as prescribed below:- 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.	a) The Finance Officer shall serve as the Member-Secretary of the Finance Committee. b) The Finance Officer shall exercise general supervision over the funds of the Regional Centre and shall provide advice on financial propriety of the Regional Centre. c) The Finance Officer shall hold and manage the financial property and investments of the Regional Centre including trust and endowed property. d) The Finance Officer shall ensure that the limits fixed by the Executive Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted. e) The Finance Officer shall be responsible for the preparation of annual accounts and the budget of the Regional Centre and for their presentations to the Finance Committee referred to in subsection (1) of section 19 of the RCB Act and the Executive Committee. f) The Finance Officer shall keep a constant watch on the state of the cash and bank balances and on the state of investments and watch the progress of the collection or revenue and advise on the	One Post (UR) Age Limit: (50 years for Direct Rectt. & 56 years for deputation/ short-term-contract)

		<p>c) At least 5 years' regular service in a position carrying Pay Level-12 or 8 years' service in a position carrying Pay Level-11.</p> <p>d) The candidate must have strong oral and written communication skills.</p> <p>e) Must have knowledge of modern management practices and use of computers.</p>	<p>methods of collection employed in the Regional Centre.</p> <p>g) The Finance Officer shall ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that annual stock verification of assets is conducted in all offices, departments, centres and specialized laboratories of the Regional Centre.</p> <p>h) The Finance Officer shall perform such other financial and administrative functions as may be assigned to him by the Executive Director.</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 post filled by direct recruitment.
8. Age relaxation is permissible as per Govt. of India norms for the reserve category. 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. Application fee cannot be refunded under any circumstances. However, refund for failed transactions may be claimed separately following the necessary procedures.**
- 11. In case of any deviation in the contents of the advertisement (if noted at a later date), the terms mentioned in the RCB Recruitment Rules will be deemed as final.**
- 12. 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):

13. Terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.
14. The officer 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.
15. Candidate appointed on deputation shall not have any claim for any promotion/absorption during the period of deputation.
16. 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?

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 05 August 2025**. 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 print of successfully submitted online application 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**) to '**The Controller of Administration, 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 copy of successfully submitted online application alongwith Annexure (in case of Deputation including Short-Term-Contract) at RCB, Faridabad will be 45 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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(Controller of Administration)

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Annexure

**(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/her during the last 10 years.

Signature :

Name :

Designation :

Telephone No. :

E-mail ID :

Office Seal :

Date:

Place: