

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,  
Established by the Department of Biotechnology  
Government of India, Under the auspices of UNESCO



Date: 18<sup>th</sup> August 2025

**Advertisement No. RCB/Consultants/04/2025/HR**

**ENGAGEMENT OF CONSULTANTS AS SERVICE PROVIDER AT REGIONAL CENTRE FOR BIOTECHNOLOGY (RCB)**

Regional Centre for Biotechnology (RCB) is an Institution of National Importance established, through an Act of Parliament, by the Department of Biotechnology, Govt. of India under the auspices of UNESCO. The primary focus of RCB is to provide world-class education, training and conduct innovative research in multiple interdisciplinary areas of biotechnology.

RCB has been entrusted with the responsibility of developing and executing a globally competitive interdisciplinary PhD programme in biotechnology in collaboration with the Biotechnology Research and Innovation Council (BRIC) institutions (hereinafter iBRICs) and ICGEB. This programme is intended to be a world class and pioneering research programme in the field of biotechnology and would integrate multi-disciplinary research, training, and innovation by converging the research efforts of all the institutions for maximum societal and environmental impact. In order to supplement the existing activities of the academic wing of RCB and to achieve the objectives of new programmes, expert consultancy services in the following areas would be required.

The Centre invites online applications from those eligible and interested for engagement as expert consultancy service providers at the Regional Centre for Biotechnology. The eligibility, consultancy fee, scope of work and other terms & conditions are as under:-

S.No	Nomenclature / Field of work / services and Consolidated Monthly Fee	Minimum Eligibility Criteria	Scope of Work	Tentative Nos.
1	<p><b>Consultant (Academics &amp; Liaising Service provider)</b></p> <p>Ranging from Rs. 50,000/- to Rs. 75,000/- per month consolidated depending upon skill and experience.</p> <p><b>Maximum Age limit:</b> 45 Years</p>	<p><b>Essentials:</b></p> <p><b>Qualification /Experience:</b></p> <ul style="list-style-type: none"> <li>• PhD/Post Graduate in any discipline</li> <li>• Experience of atleast 2 years in reputed academic institution/ university.</li> <li>• The incumbent should be well acquainted with the functioning of academic activities in a university / academic institution set up.</li> <li>• The applicant will be expected to have demonstrated experience of having prepared manuscript(s), thesis/ dissertation, progress reports, making and presenting audio-visual presentations etc in English. They should have knowledge of preparing large and complex documents from scratch and be conversant with international standards of plagiarism and ethics with respect to document preparation.</li> <li>• Should have excellent English drafting/writing, communication and interpersonal skills, and a sound knowledge of computer applications.</li> <li>• Excellent organizational and time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• The incumbent shall perform academic administrative duties for the smooth functioning of the Academic Division.</li> <li>• Preparation of coursework, academic prospectus, content for programme websites, presentations and other such documents.</li> <li>• Liaison with scientific institutions, industry, NGOs and academia.</li> <li>• Will be expected to be self-motivated and meet time-sensitive deadlines without constant supervision.</li> <li>• Perform any other tasks assigned by the academic section from time to time.</li> </ul>	01 Nos.

2	<b>Consultant (Academic Social Media Support Provider)</b>  Ranging from Rs. 50,000/- to Rs. 75,000/- per month consolidated depending upon skill and experience.  <b>Maximum Age limit:</b> 40 Years	<b>Essentials:</b> <b>Qualification /Experience:</b> <ul style="list-style-type: none"> <li>Bachelors Degree in any discipline with good Communication skills.</li> <li>Experience of atleast 1 year.</li> </ul>	<ul style="list-style-type: none"> <li>Handle social media, Develop content for website and to boost engagement, Communication with audience.</li> <li>Perform any other tasks assigned by the academic section from time to time.</li> </ul>	<b>01 Nos.</b>
3	<b>Consultant (Academics Support Service provider)</b>  Ranging from Rs. 60,000/- to Rs. 85,000/- per month consolidated depending upon skill and experience.  <b>Maximum Age limit:</b> 40 Years	<b>Essentials:</b> <b>Qualification /Experience:</b> <ul style="list-style-type: none"> <li>Bachelor's degree in any discipline with 5 years' experience in government / reputed academic institution / university.</li> <li>The incumbent should be well acquainted with the functioning of Academic activities in a University / academic institution set up.</li> <li>Good English drafting / writing, communication, and interpersonal skills, sound knowledge of computer applications.</li> </ul> <b>Desirable:</b> A postgraduate degree in any discipline from a recognized university.	<ul style="list-style-type: none"> <li>The incumbent shall provide academic administrative assistance for the smooth functioning of the Academic Division.</li> <li>Will be expected to be self-motivated and meet time-sensitive deadlines without constant supervision.</li> <li>Perform any other tasks assigned by the academic section from time to time.</li> </ul>	<b>01 Nos.</b>

Interested and eligible applicants may apply online at RCB website [www.rcb.res.in](http://www.rcb.res.in) by 17<sup>th</sup> September 2025. Applications received through any other mode will not be accepted.

### **TERMS AND CONDITIONS**

- The engagement will be initially for one year, which may be extended further on mutually agreeable terms upto a maximum of three years.
- The engagement is subject to periodic evaluation of the service provider and if, on such evaluation the services are not found to be satisfactory, the contract will be terminated with one-month notice.
- The contract may be terminated by either party by giving one-month advance notice in writing.
- The consolidated fee shown above are only indicative and shall be decided by the Selection Committee.
- The contract shall conform to the provisions of GFR and extant rules of RCB, Faridabad in force from time to time.
- The Selected Experts shall will be required to visit the Centre on a regular basis. Monthly fee will be payable upon meeting the minimum service requirements decided by the Centre.
- The contract is for expert consultancy services and will not, in any case, be considered as an employment contract with the Centre.
- All educational, professional and technical qualifications should be from a recognized Board/University.
- No TA/DA will be provided to candidates for appearing in the interaction with the Selection Committee members. If required, interaction may be conducted through online/VC mode. The Selection Committee will have the right to conduct multiple rounds of interaction.
- Canvassing in any form will be a disqualification.

11. Number of Experts mentioned above is indicative only and the number may increase or decrease as per the requirements and at the discretion of the Competent Authority of the Centre.
12. 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. The decision of the Centre in this regard will be final. No interim inquiries in this regard will be entertained.
13. The Centre may empanel a list of Experts, which will be valid for a period of 12 months.
14. The Centre has the right to withdraw this advertisement at any time and reserves the right to accept or reject any/ all the application(s) without assigning any reason thereof.
15. Any dispute arising out of this advertisement including the selection process shall be subject to the sole jurisdiction of the Courts situated at Faridabad/Delhi.
16. Applicants 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.
17. The decisions of the Competent Authority, RCB will be final and binding in all cases.
18. Last date for submission of application is 17<sup>th</sup> September 2025.

**Note:** Applicants who are already in regular government service and are willing to be engaged as Expert Consultancy Provider, are advised to take prior permission from their parent organization for the same. The positions are contract for service only with consolidated fee decided by the Centre from time to time. RCB, Faridabad shall not have liability of any kind to his/ her parent organization.

(Controller of Administration)

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