

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: 02nd September 2025

Advertisement No. RCB/Consultants/05/2025/HR

ENGAGEMENT OF CONSULTANTS AS SERVICE PROVIDERS AT REGIONAL CENTRE FOR BIOTECHNOLOGY (RCB) FOR PROVIDING IT & RELATED SERVICES FOR DBT HRD-PMU

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 and training and conduct innovative research in multiple interdisciplinary areas of biotechnology.

The Department of Biotechnology (DBT), Government of India implements multiple human resource development programs, and many of these are managed by the DBTHRD Project Management Unit (DBT HRD-PMU) at RCB. Presently following portals are being managed by the RCB IT division and outsourced agencies:

1. Ramalingaswami Re-entry Fellowship Programme (RRF)
2. Junior Research fellowship Programme (JRF)
3. Post-Graduate Teaching Programme (PG Program)
4. DBT Research Associateship (RA) Program
5. Biotech Industrial Training Program (BITP)
6. DBT – TWAS Fellowship Program (TWAS)
7. DBT Bio-Care Program (Bio-Care)
8. MST Common Fellowship Portal
9. Various fellowship management portals of mentioned programs etc.

RCB is looking for a service provider skilled in Business Analysis with proven experience in software development projects. The service provider will be responsible for bridging business requirements with technical delivery, ensuring that solutions are feasible, aligned with organizational goals, and meet user expectations.

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	Eligibility Criteria	Scope of Work	Tentative Nos.
1	Consultant (IT)- Business Analysis Ranging from Rs. 70,000/- to Rs. 90,000/- per month consolidated depending upon skill and experience. Maximum Age	Preferred Qualifications: <ul style="list-style-type: none">• Bachelor's degree in Computer Science, IT, or related field.• Certification in Agile (CSPO/PSPO, CSM) or Business Analysis (CBAP/CCBA). Experience: 5+ Years <ul style="list-style-type: none">• Experience in domains such as	Key Responsibilities include:- <ul style="list-style-type: none">• Requirement Gathering & Analysis<ul style="list-style-type: none">• Work with business stakeholders to elicit, analyze, and validate requirements for new software applications and enhancements.• Translate business needs into clear, concise, and detailed user stories, use cases, and acceptance	01 Nos.

	limit: 45 Years	<p>EdTech, FinTech, E-Governance, or Enterprise Applications.</p> <ul style="list-style-type: none"> Exposure to cloud-based platforms, APIs, and integration projects. <p>Required Skills & Competencies</p> <ul style="list-style-type: none"> Strong understanding of SDLC and Agile methodologies (Scrum/Kanban). Hands-on experience with tools like JIRA, Confluence, MS Visio, Figma, or Lucidchart. Excellent documentation skills (BRD, FRD, User Stories, Wireframes). Strong analytical, problem-solving, and process-mapping abilities. Proficiency in SQL for data analysis and validation. Excellent communication, presentation, and stakeholder management skills. Ability to manage multiple software projects simultaneously. 	<p>criteria.</p> <ul style="list-style-type: none"> Documentation & Specifications <ul style="list-style-type: none"> Create Business Requirement Documents (BRDs), Functional Requirement Documents (FRDs), and System Requirement Specifications (SRS). Design workflows, wireframes, mockups, and process maps to support development teams. Collaboration & Communication <ul style="list-style-type: none"> Act as the primary liaison between business stakeholders, product managers, developers, and QA teams. Facilitate requirement workshops, sprint planning, and backlog grooming sessions. Ensure alignment of development with business objectives through continuous communication. Agile / SDLC Participation <ul style="list-style-type: none"> Participate in Agile ceremonies (daily stand-ups, sprint reviews, retrospectives). Assist in prioritizing product backlogs and managing change requests effectively. Support User Acceptance Testing (UAT) and validate deliverables before release. Quality & Delivery Support <ul style="list-style-type: none"> Ensure requirements traceability throughout the SDLC. Collaborate with QA to define test cases and validate solutions against requirements 	
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IMPORTANT NOTE:-

Interested candidates should apply online by 15th September, 2025, upto 05:00 PM and should upload all relevant certificates before the due date along with filled application form.

[Click here to apply online](#)

The candidates will have to appear in the online interview to be held on 17th September, 2025 at 10:00 AM onwards. Meeting the eligibility criteria is the sole responsibility of the applicant.

TERMS AND CONDITIONS

1. The engagement will be initially for a period till 10.02.2026, which may be extended further on mutually agreeable terms subject to validity of the Project. The engagement is co-terminus with the project.
2. 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.
3. The contract may be terminated by either party by giving one-month advance notice in writing.
4. The consolidated fee shown above are only indicative and shall be decided by the Selection Committee.

5. The contract shall conform to the provisions of GFR and extant rules of RCB, Faridabad in force from time to time.
6. 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.
7. The contract is for expert consultancy services and will not, in any case, be considered as an employment contract with the Centre.
8. All educational, professional and technical qualifications should be from a recognized Board/University.
9. 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.
10. 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. All results/notifications/addendum/corrigendum will be published only on RCB website. Therefore, the applicants should visit the RCB website regularly till completion of the selection process.
16. 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.
- 17. Meeting the eligibility criteria is the sole responsibility of the applicant.**
18. 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.
19. The decisions of the Competent Authority, RCB will be final and binding in all cases.
- 20. Last date for submission of application is 15th September 2025 upto 5 pm.**

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)
