



Advt. No. 02/2018/Technical positions
Recruitment For Technical Positions

Regional Centre for Biotechnology (RCB) invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the following posts:

(i) Business Development Manager - Pay Level – 14 (one post) (ii) System Administrator – Pay Level – 11 (one post) (iii) Instrumentation Engineer - Pay Level – 11 (one post) (iv) Senior Technical Officer – Pay Level – 10 (three posts) (v) Assistant Engineer - Pay Level – 7 (one post) (vi) Technical Assistant - Pay Level – 6 (two posts {1 for OBC & 1 for SC}) (vii) Documentation Assistant - Pay Level – 6 (one post). For other details & eligibility criteria, visit website www.rcb.res.in, www.rcb.ac.in. Last date for online receipt of application is 17.06.2018.

Senior Manager (A&F)

REGIONAL CENTRE FOR BIOTECHNOLOGY

An institution of national importance for education, training and research

(Established by the Department of Biotechnology, Govt. of India

Under the auspices of UNESCO)

NCR Biotech Science Cluster, 3rd Milestone,

Faridabad – Gurgaon Expressway, Faridabad (121001), Haryana

Advertisement No. 02/2018/Technical Positions

RECRUITMENT FOR TECHNICAL 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 candidates for the following posts on Direct recruitment/ deputation/ contract basis.

S. No.	Name of the post and Grade Pay	Qualifications and Experience	Job description	No. of posts and age limit
1	Business Development Manager Pay Level – 14 (Rs. 144200 to Rs. 218200)	<u>For Direct Recruitment:</u> Post-Graduate degree in Life Sciences, Degree in Medicine or Degree in Engineering with a post- graduate diploma or degree in Business management and 15 years of relevant experience; or PhD degree in Life Sciences, Medicine or Engineering with a post-graduate diploma or degree in Business management, and 10 years of relevant experience. <u>Experience:</u> a) Extensive experience in scientific business development and ability to lead legal, tax, accounting, financing, and cross-functional teams, strong leadership and negotiation skills. b) Excellent communication skills with strong ability to build and communicate business rationale. c) Ability and desire to work in biotech sector with small teams, fast pace, and fast changing environment.	<ul style="list-style-type: none">• Meeting Targets, Planning & Monitoring of academic & training programmes of RCB.• Work closely with the Executive Director (ED) to develop the academic & research outreach of RCB and help the Centre achieve its objectives and targets.• Contribute to the formulation of placement plans, monitor their implementation. Plan and produce the publicity material.• Management: Provide supportive leadership to ED in management of staff training & development of staff in a timely manner.• Ensure that academic & training policies of the RCB, equal opportunities and health and safety legislation, together with good management practices, are consistently applied.• Contribute to the development of policies and procedures for inter-institutional corporation.• Any other work assigned by the ED.	One Post (UR) Age limit: 50 Years

		<p><u>For Deputation:</u></p> <p>Officers from the Central/ State Governments/ Universities/ R&D institutions, or PSU: holding analogous post, or with at least 3 years' service in posts with GP of Rs. 8900 or 5 years in the GP of Rs. 8700 and possessing educational qualification and experience as prescribed above.</p>		
2	<p>System Administrator</p> <p>Pay Level – 11 (Rs. 67700 to Rs. 208700)</p>	<p><u>For Direct Recruitment:</u></p> <p>a) BE / BTech or MSc / MCA degree in IT/related field or equivalent qualification and consistently excellent academic record.</p> <p>b) 6 years' relevant experience in scientific/ industrial/ research/ ICT or other organizations of which at least 5 years should be at the level of a Senior Scientific/ Senior Technical Officer or equivalent.</p> <p><u>For Deputation:</u></p> <p>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 GP of Rs. 5400 or its equivalent possessing educational qualification and experience as prescribed above.</p>	<ul style="list-style-type: none"> • Provide technical support for both hardware and software issues our users encounter. • Manage the configuration and operation of computer operating systems. • Monitor the system daily and respond immediately to security or usability concerns. • Supervise the smooth operation of IT & ERP related contracts & services at RCB. • Create and verify backups of data. • Respond to and resolve help desk requests. • Upgrade systems and processes as required for enhanced functionality and security issue resolution. • Administrate infrastructure, including firewalls, databases, malware protection software and other processes. • Review application logs. • Install and test computer-related equipment. • Provide technical support for both hardware and software issues our users encounter. • Manage the configuration and operation of computer operating systems. • Monitor the system daily and respond immediately to security or usability concerns. • Any other work assigned by the ED. 	<p>One Post (UR)</p> <p>Age limit: 40 Years</p>
3	<p>Instrumentation Engineer</p> <p>Pay Level – 11 (Rs. 67700 to Rs. 208700)</p>	<p><u>For Direct Recruitment:</u></p> <p>a) BE/ BTech degree in Electrical, Electronics, Instrumentation or relevant field and consistently excellent academic record.</p>	<ul style="list-style-type: none"> • Organising routine servicing schedules. • Allocating work to a team of Technical Assistants. • Checking and calibrating instruments to make sure they are 	<p>One Post (UR)</p> <p>Age limit: 40</p>

		<p>b) 6 years' scientific/ industrial/ research/ ICT or other relevant experience of which at least 5 years should be at the level of a Senior Scientific/ Senior Technical Officer or equivalent with sound knowledge of Scientific Instrumentation.</p> <p><u>For Deputation:</u></p> <p>Officers from the Central/ State Governments/ Universities/ University level R&D institution, or PSU: holding analogous post or with at least 5 years' service in posts with GP of Rs. 5400 or its equivalent, and possessing educational qualification and experience as prescribed above.</p>	<p>accurate.</p> <ul style="list-style-type: none"> • Fitting new parts. • Carrying out quality inspections. • Responding immediately to equipment breakdowns. • Fixing faults or arranging for replacements to be installed. • Keeping Faculty in-charge informed of progress. • Organising teams to make sure 24-hour cover is available. • Making scheduled checks on equipment and parts. • Finding and fixing faults and recalibrating instruments. • Oiling and cleaning machinery and parts. • Servicing/ replacing parts according to schedule of AMC/CAMC. • Responding immediately to instruments breakdowns. • Any other work assigned by the ED. 	Years
4	<p>Senior Technical Officer</p> <p>Pay Level – 10 (Rs. 56100 to Rs. 177500)</p>	<p><u>For Direct Recruitment:</u></p> <p>a) BE/ BTech (Electrical/ Civil/ Instrumentation/ Mechanical/ Information Technology)/ MPharma or equivalent qualification or MCA or MSc with 5 years' experience in the relevant field with GP 4600 at a government organization, or at a similar position in a reputed organization.</p> <p>b) Demonstrated experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development.</p> <p><u>For Deputation:</u></p> <p>Officers from the Central/ State Governments/ Universities/ University level R&D institutions, or PSU: holding analogous post or with at least 5 years' service in posts with GP of Rs. 4600 or its equivalent, and possessing educational qualification and experience as prescribed above.</p>	<ul style="list-style-type: none"> • Validate methods and equipment, and write SOPs for the various technical processes. • Train staff in the use of SOPs and carry out QC checks at regular intervals. • Carry out testing of samples as per the SOPs. • Maintain equipment in a qualified state and provide technical services to the user scientists. • Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the facility. • Troubleshoot problems with instruments and methods. Help user scientists in data acquisitions. • Maintain the teaching lab operations and assist the faculty in training the students. • Any other work assigned by the ED. 	<p>Three Posts (UR)</p> <p>Age limit: 35 Years</p>

		<p><u>Desirable:</u></p> <p>a) Knowledge of GLP b) Understanding of government rules and procedures for execution of maintenance works.</p>		
5	<p>Assistant Engineer</p> <p>Pay Level – 7 (Rs. 44900 to Rs. 142400)</p>	<p><u>For Direct Recruitment:</u></p> <p>a) BE/ BTech Electrical/ Civil /Mechanical) or equivalent qualification with 5 years' experience in the relevant field, as Engineering Assistant with GP 4200 at a government organization, or at a similar position in a reputed organization. b) Demonstrated experience of handling electrical or civil works of significant magnitude and quality. c) Experience of designing and work estimate preparation.</p> <p><u>Desirable:</u></p> <p>a) Knowledge of Computer-aided Design (CAD) and latest Management Technology or other relevant software. b) Experience of working with high tension lines, electrical maintenance, project planning, monitoring and management. c) Understanding of government rules and procedures for execution of engineering works.</p> <p><u>For Deputation:</u></p> <p>Officers from the Central/ State Governments/ Universities/ University level R&D institutions, or PSU: holding analogous post, or with at least 5 years' service in posts with GP of Rs.4200 or its equivalent, and possessing educational qualification and experience as prescribed above.</p>	<ul style="list-style-type: none"> • Look after the construction projects of Civil structures/ Electrical works to be executed through tendering/ quotations; liaise with construction in preparation of design, tender documents for inviting offers for major works; monitor execution of works, certify payments as per established procedures, plan and design. • Plan & monitor execution of smaller works, and maintenance activities pertaining to civil and electrical works. • Coordination of the activities of the Building Committee of the Centre. • Any other work assigned by the ED. 	<p>One Post (UR)</p> <p>Age limit: 30 Years</p>
6	<p>Technical Assistant</p> <p>Pay Level – 6</p>	<p><u>For Direct Recruitment</u></p> <p>a) BE /BTech/ BPharm/ MSc, with 3 years' relevant experience in a</p>	<ul style="list-style-type: none"> • Assist in management of biotechnology laboratories. • Maintain and coordinate use of scientific equipment and 	<p>Two Posts (1-OBC &1-SC)</p>

	<p>(Rs. 35400 to Rs. 112400)</p>	<p>reputed organization.</p> <p>b) Experience of maintenance of scientific equipment, or research support to scientists, or system administration and software development, or creation and maintenance of database and websites.</p> <p>c) Proficiency in use of computers for word processing and data handling.</p> <p><u>Desirable:</u></p> <p>Understanding of government rules and procedures.</p> <p><u>For Deputation:</u></p> <p>Officers from the Central/ State Governments/ Universities/ University level R&D institutions, or PSU: holding analogous post, or with at least 3 years' service in posts with GP of Rs. 2800 or its equivalent, and possessing educational qualification and experience as prescribed above.</p>	<p>infrastructure.</p> <ul style="list-style-type: none"> • Preparation of scientific reports. • Maintenance of data-bases. • Preparation of technology related policies, IPR and legal issues. • Any other work assigned by the ED. 	<p>Backlog vacancy</p> <p>Age limit: 30 Years</p>
7	<p>Documentation Assistant</p> <p>Pay Level – 06 (Rs. 35400 to Rs. 112400)</p>	<p><u>For Direct Recruitment</u></p> <p>a) Graduate degree in any discipline, preferably life sciences, with 3 years' relevant experience in a reputed organization.</p> <p>b) Experience of office administration, maintaining Library services, or creation and maintenance of database and websites.</p> <p>c) Proficiency in use of computers for word processing and data handling.</p> <p><u>Desirable:</u></p> <p>Understanding of government rules and procedures.</p> <p><u>For Deputation:</u></p> <p>Officers from the Central/ State</p>	<ul style="list-style-type: none"> • Independently develop and maintain information resources/ computerized information services including data backup and recovery. • Manage electronic subscriptions, procure relevant scientific and technical information on biotech sciences, online search of databases. • Maintain liaison with national and international organizations for exchange of information, data management and other routine work as may be assigned from time to time. • Any other work assigned by the ED. 	<p>One Post (UR)</p> <p>Age limit: 30 Years</p>

		Governments/ Universities/ University level R&D institutions, or PSU: holding analogous post, or with at least 3 years' service in posts with GP of Rs. 2800 or its equivalent, and possessing educational qualification and experience as prescribed.		
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Details of terms and conditions of appointment and application format is available on website www.rcb.res.in, www.rcb.ac.in.

Interested candidates should submit their applications online in the prescribed format along with fee of Rs. 500/- (SC/ST/PH candidates are exempted from payment of fees) upto 17.06.2018. Candidates should ensure that they meet all the eligibility criteria. Certificates will be verified only at the time of interview and candidates who do not possess any supporting documents will not be entertained in the recruitment process any further.

OTHER TERMS AND CONDITIONS

1. There will be a probation period of two years 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. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
6. 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. Candidates applying for deputation/ permanent absorption may invariably get their application forwarded through proper channel.
7. The officers 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. The period and terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.
8. Canvassing in any form will be a disqualification.
9. 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 and/or skill test. 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.

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