

**Advt. No. 5/2018**

Regional Centre for Biotechnology (RCB) invites applications from suitably qualified, dynamic, result-oriented, experienced and dedicated candidates for the post of **Finance Officer** in Pay level 13 in the pay-matrix of Rs.123100-215900. For other details & eligibility criteria visit website [www.rcb.res.in](http://www.rcb.res.in), [www.rcb.ac.in](http://www.rcb.ac.in) . Last date for receipt of application is **31.10.2018**

**Sr. Manager ( A&F)**

## REGIONAL CENTRE FOR BIOTECHNOLOGY

An institution of education training & 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

Advt. No. 05/2018

Dated 04.10.2018

### RECRUITMENT FOR FINANCE OFFICER

Regional Centre for Biotechnology (RCB) is an institution of education, training and research and located at NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurgaon Expressway, Faridabad (121001), Haryana. RCB is an academic institution established by the Department of Biotechnology, Govt. of India under the auspices of UNESCO and was recently declared as an Institution of national importance. The primary focus of RCB is to provide world class education, training and conduct innovative research at the interface of multiple disciplines to make discoveries, develop technologies and create high quality human resource in biotechnology. The Centres activities will 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, experienced and dedicated candidates for the following post on Direct recruitment, failing which on deputation or contract basis for tenure of up to 5 years or till attaining the age of superannuation, whichever is earlier.

Sl. No	Name of the post / Pay Scale + G. Pay	Qualifications and Experience	Job Description	No. of posts & age limit for DR
1.	Finance Officer Pay level 13 in the pay-matrix of Rs.123100-215900	<b>For Direct Recruitment :</b> 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 GP of Rs.7600 or 8 years' service in a position carrying GP of 6600. d. The candidate must have strong oral and written communication skills. e. Must have knowledge of modern management practices and use of computers.	(1) The Finance Officer shall serve as the Member-Secretary of the Finance Committee. (2) The Finance Officer shall exercise general supervision over the funds of the Regional Centre and shall provide advice on financial proprietary of the Regional Centre. (3) The Finance Officer shall hold and manage the financial property and investments of the Regional Centre including trust and endowed property. (4) 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. (5) The Finance Officer shall be responsible for the preparation of	One post 50 years

		<p><b><u>For Deputation :</u></b>  Officers from the Central / State Governments / Universities / R&amp;D institutions, or PSU: holding analogous post, or with at least 5 years' service in posts with GP of Rs. 7600 or its equivalent possessing educational qualification and experience as prescribed for direct recruitment.</p>	<p>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.</p> <p>(6) 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 methods of collection employed in the Regional Centre.</p> <p>(7) 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 specialised laboratories of the Regional Centre.</p> <p>(8) 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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Details of terms and conditions of appointment & service conditions of staff at RCB has been provided in the Statutes of the Centre, which is available on website [www.rcb.res.in](http://www.rcb.res.in), [www.rcb.ac.in](http://www.rcb.ac.in). The application format is also available at website [www.rcb.res.in](http://www.rcb.res.in) or [www.rcb.ac.in](http://www.rcb.ac.in). Interested candidates should fill their applications online with the requisite fee of Rs.1000/- till **31.10.2018**.

### **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 7<sup>th</sup> Pay Commission of the Govt. Other benefits include NPS, 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.
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 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.
8. The candidate joining on deputation to RCB will be offered an option for permanent absorption after successful completion of two years of deputation.
9. Canvassing in any form will be a disqualification.
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.

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