

REGIONAL CENTRE FOR BIOTECHNOLOGY

Advertisement No. 1/2018/OoC

RECRUITMENT FOR ADMINISTRATIVE AND TECHNICAL POSITIONS

Regional Centre for Biotechnology invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the various administrative and technical positions on contract basis to work at the Office of Connectivity, being established in the NCR Biotech Science Cluster, Faridabad. For other details & eligibility criteria please visit website www.rcb.res.in, www.rcb.ac.in. Last date for making online application is **17.5.2018**.

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FOR THE OFFICE OF CONNECTIVITY

Regional Centre for Biotechnology (RCB) is an institution for education, training and research established by the Govt. of India under the auspices of UNESCO in a wide range of biotech-related sciences. RCB is situated in the NCR Biotech Science Cluster (NBSC) developed by the Department of Biotechnology, Government of India, on a 200-acre site located at the Faridabad-Gurgaon expressway within the NCR Delhi, along with other constituent institutions. RCB is in the process of establishing an Office of Connectivity (OoC) to manage and nurture the development of the NCR Biotech Science Cluster. We are looking for dynamic, result-oriented and dedicated candidates for the following contractual positions for the OoC on direct recruitment (DR) / deputation basis. The project duration is initially till March 2019 but is likely to be extended further.

Sl. No.	Name of the post and consolidated emoluments	Qualifications and Experience	Job Description	No. of posts and age limit for DR
1.	Chief Executive Officer (CEO), Emoluments ranging from Rs. 1.25 lakh to Rs. 1.50 lakh per month	Qualifications: A distinguished academic record with a post-graduate degree in any area of life sciences and an MBA (or equivalent) with proven leadership qualities. Experience of a minimum of 10 years in coordination & facility management in Universities, research institutions. Desirable: working experience of operational management of large Government scientific / academic / institutional campus, and knowledge of the statutory financial rules of the GOI.	<ul style="list-style-type: none">• Provide leadership to the team for management of the common facilities of the NBSC.• Develop business operational model for smooth running of all facilities and estates of the cluster.• Manage relationships with a broad and diverse group of constituents like technologists, academia, service contractors, etc.• Co-ordinate with various working groups like local state agencies / marketing / communications / IPR / Legal agencies to ensure effective outcomes in line with the objectives of the constituents of the Cluster.• Maintain financial discipline and accountability for the overall activities of the OoC.• Facilitate initial set up of any cluster constituent – lab infrastructure including IT, security and signage.• Coordinate with heads of all constituent institutions in the	One post, 50 years (Retired Govt. officer in the last 3 years, with relevant experience shall also be considered)

			<p>cluster to ensure that a congenial, healthy and professional environment is maintained in the Cluster.</p> <ul style="list-style-type: none"> • Coordinate and organize periodic meetings of the various Cluster committees. Carry out all the activities of the OoC in accordance with the directions of the Cluster Executive Committee. 	
2.	<p>Senior Manager (Administration and Finance),</p> <p>Emoluments ranging from Rs. 80,000 to Rs. 100,000 per month</p>	<p>Qualifications: A first class graduate with post-graduate degree in finance or an MBA (or equivalent). Candidates with professional qualifications like CA/ICWAI will also be considered.</p> <p>Experience: Candidate should have an experience of a minimum of 5 years in the field of project / service management, or procurement / accounting, and must have knowledge of statutory financial rules of the GOI, and hands-on experience in areas identified in the job description.</p>	<ul style="list-style-type: none"> • Supervise and deal with matters related to Establishment, Procurement, Finance and Accounts, and Estate. • Work closely with the higher management of the Cluster to develop the SOPs for operational aspects of the services commonly required for the Cluster, development of good management practices. • Formulation and implementation of financial plans, management of expenses and resource generation. • Provide supportive leadership in management of junior staff and conduct their appraisal in a timely manner. 	<p>One Post, 45 years</p> <p>(Retired Govt. officer in the last 3 years, with relevant experience shall also be considered)</p>
3.	<p>Deputy Manager (Civil works),</p> <p>Emoluments ranging from Rs. 50,000 to Rs. 60,000 per month</p>	<p>Qualifications: B.E./B.Tech. in Civil Engineering with five years' hands-on experience in handling medium or large construction projects.</p> <p>OR</p> <p>Three-year diploma in Civil Engineering with eight-years hands-on experience in handling medium or large construction projects.</p> <p>Desirable: Working knowledge of the processes of getting statutory clearances in government construction projects with state agencies.</p>	<ul style="list-style-type: none"> • Provide supervisory and liaising support to the building construction activity; from the conception stage, planning, clearances, tendering, evaluation and monitoring the progress of work and obtaining the necessary completion certificates. • Maintenance of buildings of OoC and of internal services like roads, sewerage, water & electrical installations etc. in consultation with the engineering departments of the Cluster constituents. • Development and maintenance of common land area by undertaking horticultural services. 	<p>One Post, 45 years</p> <p>(Retired Govt. officer in the last 3 years, with relevant experience shall also be considered)</p>
4.	<p>Service Coordinator,</p> <p>Emoluments ranging</p>	<p>Qualifications: A graduate degree with post-graduate qualification in management.</p> <p>Experience: A minimum of 3-</p>	<ul style="list-style-type: none"> • Manage and supervise the common services like security, housekeeping, cafeteria, guest house of the Cluster, 	<p>One Post, 40 years</p>

	from Rs. 40,000 to Rs. 50,000 per month	years relevant hands-on experience of management of services on a large campus.	horticultural services, pest control services, disposal of waste & garbage. <ul style="list-style-type: none"> • Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the campus. 	(Retired Govt. employee in the last 3 years, with relevant experience shall also be considered)
5.	Management Assistant, Emoluments ranging from Rs. 20,000 to Rs. 25,000 per month	Qualification: A graduate degree, preferably in science or commerce, with knowledge of computer applications. Experience: A minimum of 3-year experience in handling correspondences, office management, file work, accounts and finance.	<ul style="list-style-type: none"> • Provide administrative and logistics support to the office by maintaining records, day-to-day operations in administration, maintenance, engineering, recruitment, contracts etc. • Maintain accounts and make payments, prepare budgets and expenditure statements, raise invoices, salary payments etc. • Work priorities will vary from time to time. 	Two Posts, 30 years

The application format is available at our website www.rcb.res.in or 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) **latest by 17.05.2018**.

TERMS AND CONDITIONS

1. The age limit, qualifications, experience and other requirements can be relaxed at the discretion of the Controlling Authority, in case of candidate otherwise well qualified for the specific position.
2. The positions are under project mode and will be co-terminus with the project duration. The appointment will be initially till March 2019 which may be extended based on a satisfactory performance evaluation and extension of the project, and at the discretion of the Controlling Authority.
3. Consolidated emoluments will be as recommended by the Selection Committee within the range specified.
4. The experience requirement specified shall be the experience acquired after obtaining the minimum educational qualifications required for the post.
5. Candidates are required to produce the testimonials in support of their qualifications & experience at the time of screening failing which their candidature is liable to be rejected outright. All educational, professional and technical qualifications should be from a recognized Board/University and the original certificates should be produced at the time of interview, if shortlisted.
6. Persons working in Govt. or Public Sector Undertaking and willing to work on deputation should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.

7. Outstation SC/ST candidates called for interview will be paid to & fro second class railway fare, as per the GOI rules on production of the railway tickets.
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. 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 test 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.