



United Nations
Educational, Scientific and
Cultural Organization

REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education, training and research

Established by the Dept. of Biotechnology, Govt. of India
Under the Auspices of UNESCO
180 Udyog Vihar Phase 1, Gurgaon - 122016, India

Recruitment of Administrative, Technical & Engineering personnel

Regional Centre for Biotechnology (RCB) is an autonomous academic institution established by the Department of Biotechnology, Govt. of India with regional and global partnerships synergizing with the programmes of UNESCO as a Category II Centre. 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 would 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 and dedicated candidates for the following positions for RCB against the mode of recruitment shown against each. Persons who have retired in the last five years or shortly retiring from services are also eligible to apply for the contractual positions.

Sl. no	Name of the position / Mode	Scale of Pay / emoluments	No of positions /working experience	Age limit
1.	Section Officer (Direct Recruitment / Deputation)	Rs. 9300-34800 + GP Rs. 4600/-	One /5-8 years for Govt. Servants / 10 years for others	40 years for Direct Recruitment
2.	Consultant / Systems Administrator (IT/Communications) (Contractual)	Rs. 50,000/- pm	One / minimum 10 years	65 years
3.	Junior Consultant (Civil) (Contractual)	Rs. 35,000/- pm	One / minimum 5 years	65 years
4.	Horticulturist (Contractual)	Rs.35,000/- pm	One / Minimum 5 years	65 years

Interested candidates should submit their applications duly completed, to the Senior Manager (A&F), Regional Centre for Biotechnology, 180, Udyog Vihar, Phase-I, Gurgaon (Haryana) -122016 in the prescribed format which can be downloaded from the website, along with attested copies of certificates of academic, professional & technical qualifications, passport size photograph, present position and past experience, **latest by 30th December 2014**. Incomplete applications or applications received after the closing date will not be entertained. For other details of the positions, please visit our websites www.rcb.res.in and www.rcb.ac.in



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Recruitment of Consultants for Scientific, Technical & Engineering

Regional Centre for Biotechnology (RCB) is an autonomous academic institution established by the Department of Biotechnology, Govt. of India with regional and global partnerships synergizing with the programmes of UNESCO as a Category II Centre. 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. RCB provides a platform for interdisciplinary research & education at the biotech interface of engineering & medicine, chemistry & physics, agriculture & climate science to empower human resources to drive biotech science and provide a common platform for innovation, enterprise, and industrial development to germinate. The Centre would 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.

RCB is presently located in Udyog Vihar Phase I, Gurgaon (NCR) neighbouring the South Delhi area which has adequate housing, transportation and schooling facilities. The permanent campus of the Centre is nearly ready in a unique NCR Biotech Science Cluster (BSC) set-up by the Department of Biotechnology (DBT), Government of India in the NCR at Faridabad (Haryana). The Centre invites applications from suitably qualified, dynamic, result-oriented and dedicated candidates for the following positions for RCB on the mode of recruitment mentioned against each post. Persons who have retired in the last five years or shortly retiring from services are also eligible to apply for contractual positions.

Sl. No	Name of the position / emoluments	Qualifications and Experience	Job Description
1.	SECTION OFFICER Rs. 9300-34800 + GP Rs.4600/- (01 Position) Direct Recruitment / Deputation	ESSENTIAL: Graduate with MBA/ PG Diploma in Management or equivalent presently working in Government departments in the same grade or with minimum 5 years experience in the pay scale of Rs.9300-34800 with GP Rs. 4200 or 8 years experience in the GP of 2800 or having minimum 10 years of supervisory experience, having knowledge of Academic Management in Universities / Research organisations / Scientific organisation of repute. DESIRABLE: Knowledge of Govt. Rules & Regulations, working knowledge in universities, research institutions. Knowledge of scientific communication, Computer Application & Management Information Systems.	Looking after the Academic, Training and Research activities of the Centre, drafting and execution of rules / regulations, holding meetings, Supervision of work. Programme Advisory Committee, and drafting of Agenda / Minutes, maintaining confidential records and liaise with different Departments.
2.	Consultant/Systems Administrator (IT/Communications) (01 Position) Contractual basis with consolidated emoluments Rs. 50,000/- pm	Essential: Masters Degree in computer applications/ Bachelors degree in Engineering with Computer Science / DOEACC'B' level or equivalent from a recognized university with a minimum of 10 years experience in the relevant discipline and handling all IT issues in a medium to large organisation. Should be able to coordinate with senior officers/researchers to comprehend and execute their IT requirements. Desirable: Working knowledge of Modern Management practices, computer application & Management Information systems in government / reputed Public Sector Undertaking (PSU) / autonomous organisation	Responsible for the upkeep, configuration, and reliable operation of computer systems, especially multi user computers such as servers. To ensure that the uptime performance, resources and security of computers manages meet the needs of the users, without exceeding the budget. Needs to install or upgrade computer components and software, automate routine tasks, write computer programs, troubleshoot, train and or supervise staff and provide technical support.
3.	Junior Consultant (Civil) (01 Position) Contractual position with consolidated emoluments Rs. 35,000/- pm	Essential: Diploma in Civil Engineering from reputed University or recognized Institute with exposure to on-field activities related to management in civil construction, initial electrical wiring & installations and should be proficient in computers, having minimum 5 years experience	Monitoring, evaluating and implementation of the progress of works under instructions from Project Engineer and other responsibilities ancillary to progress of work at site. Assisting in the day

		of in field work under demanding conditions. Experience of hands on co-ordination with contractors and other agencies as and when required. Desirable: Working knowledge in government / reputed Public Sector Undertaking (PSU) / autonomous organisation	to day file / liaison / expediting work involved in obtaining clearances/permissions from Statutory Government Bodies. Assist in preparation of reports for monitoring of project work and progress parameters like adherence to time lines, frequent follow-ups & reviews at short intervals of progress of work; Ability to draw up / examine estimates for work (Civil / Electrical).
4	Horticulturist (01 Position) contractual basis with consolidated emoluments Rs. 35,000/- pm	ESSENTIAL: Graduate with minimum 5 years experience in Horticulture / maintenance of a medium sized campus. Additional recognized qualification in Horticultural field will be an added advantage. DESIRABLE: Working knowledge of computer application & Management Information systems in government / reputed Public Sector Undertaking (PSU) / autonomous organisation	Landscaping of the campus, Planning, preparing, maintaining, monitoring of plants (Indoors and outdoors) and maintenance / control of plant diseases and pests. Should be able to maintain the entire horticultural requirement of the campus including a small nursery, with a few support staff.

Interested candidates should submit their applications duly completed, to the Senior Manager (A&F), Regional Centre for Biotechnology, 180, Udyog Vihar, Phase-I, Gurgaon (Haryana) -122016 in the prescribed format which can be downloaded from the website, along with attested copies of certificates of academic, professional & technical qualifications, passport size photograph, present position and past experience and requisite fee (in case of Sl. No. 1 above) **latest by 30th December 2014**. Incomplete applications or applications received after the closing date will not be entertained.

GENERAL TERMS AND CONDITIONS

(For Direct Recruitment / Deputation)

1. There will be a probation period of one year which may be extended at the discretion of the Competent Authority.
2. The pay and allowances etc are admissible as per the recommendations of 6th Pay Commission of the Govt. Other benefits include Membership to the New Pension Scheme, 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 and should be supported by attested copies of Certificates, failing which the applications are liable to be rejected.
5. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No-Objection Certificate' at the time of interview. However, Candidates applying for deputation / permanent absorption may invariably get their application forwarded through proper channel.
6. The age should not be more than 40 years for direct recruitment and for deputation as per GOI instructions, as on the closing date of receipt applications
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. **Application should be supported by an application fee of Rs.500.00 to be paid by Demand Draft only drawn on any public sector bank in favour of "Executive Director, Regional Centre for Biotechnology".**

(For Contractual positions)

1. Appointment against contractual positions will be made for a period of 1 year at a time with a possibility of further extension as per satisfactory performance and requirement of the Centre.
2. The age should not be more than 65 years as on the closing date of receipt applications
3. All educational, professional and technical qualifications should be from a recognized Board / University.
4. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
5. Canvassing in any form will be a disqualification.
6. The age limit, qualifications, experience and other requirements are relaxable at the discretion of the Controlling Authority, in case of candidates otherwise well qualified.
7. Higher starting can be considered in deserving cases subject to the recommendations of the selection committee.

(General Conditions)

8. Positions will be initially based in the RCB's interim office 180, Udyog Vihar, Phase-I, Gurgaon and will be shifted to its permanent campus in Faridabad when ready.
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. The decision of the Centre in this regard will be final. No interim inquiries in this regard will be entertained.
10. Terms and conditions of appointment and application format can be downloaded from the website **www.rcb.res.in** or **www.rcb.ac.in**



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APPLICATION FORMAT

Please affix
Recent
Photograph

1. Name of the position applied for :
2. Full Name (in block letters) :
3. Parent's / Husband's Name :
4. Date of Birth & Age as on **1.1.2015** :
5. Permanent Address :
6. Correspondence Address :
7. E-mail / Telephone / Mobile :
8. Details of Academic, Professional & Technical Qualifications :
(**Separate sheets may be enclosed as Annexure for details**)
9. Details of Past Experience & Present Employment :
(**Separate sheet may be enclosed as Annexure for details**)
10. Details of Fee remitted (in case of Direct Recruitment only) :

DECLARATION

I.....hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

(only for Candidates serving in Government / PSUs / Autonomous institutions)

I..... hereby declare that I have informed my parent organisation regarding my application and the copy of this application will be forwarded by my parent organisation in due course of time and/or I will produce a NOC from my parent office, if my candidature is considered for being called for interview.

Place:

Signature of the Candidate

Date :