

Advertisement No.1/2017/OoC

**RECRUITMENT FOR ADMINISTRATIVE AND TECHNICAL POSITIONS FOR THE OFFICE OF CONNECTIVITY UNDER
THE NCR BIOTECH SCIENCE CLUSTER**

Regional Centre for Biotechnology (RCB) 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 receipt of application is **30.08.2017**.

RECRUITMENT FOR ADMINISTRATIVE AND TECHNICAL POSITIONS

FOR THE OFFICE OF CONNECTIVITY (OoC)

Regional Centre for Biotechnology (RCB) is an institution of education, training and research established by the Govt. of India under the auspices of UNESCO to foster innovative research and education 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/deputation basis. The project duration is initially till March 2018 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
1.	Senior Manager (Administration and Finance), Emoluments ranging from Rs. 80,000 to Rs. 100,000 per month	Qualifications: A first class graduate with post-graduate degree in finance or an MBA. Candidates with professional qualifications like CA/ICWAI will also be considered. 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.	<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. 	One Post, 40 years
2.	Deputy Manager (Civil works), Emoluments ranging from Rs. 50,000 to Rs. 60,000 per month	Qualifications: B.E./B.Tech. in Civil Engineering with five years' hands-on experience in handling medium or large construction projects. OR Three-year diploma in Civil	<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 	One Post, 40 years

		<p>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>	<p>completion certificates.</p> <ul style="list-style-type: none"> • Maintenance 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. 	
3.	<p>Service Coordinator, Emoluments ranging from Rs. 40,000 to Rs. 50,000 per month</p>	<p>Qualifications: A graduate degree with post graduate qualification in management.</p> <p>Experience: A minimum of 3 years' relevant hands-on experience of management of services on a large campus.</p>	<ul style="list-style-type: none"> • Manage and supervise the common services like security, housekeeping, cafeteria, guest house of the Cluster, horticultural services, pest control services, disposal of waste & garbage. • Coordinate with the infrastructure team and other members of the facility management services to ensure smooth running of the campus. 	One Post, 35 years
4.	<p>Management Assistant, Emoluments ranging from Rs. 20,000 to Rs. 25,000 per month</p>	<p>Qualification: A graduate degree, preferably in science or commerce, with knowledge of computer applications.</p> <p>Experience: A minimum of 3 years' experience in handling correspondences, office management, file work, accounts and finance.</p>	<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 duly completed, to the Senior Manager (A&F), Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3rd Milestone, Gurgaon-Faridabad Expressway, Faridabad 121001 **in the prescribed format** which can be downloaded from the website, along with attested copies of certificates of academic, professional & technical qualifications, present position and past experience, caste certificate, if any, photograph and a Demand draft of Rs. 500/- from any Nationalised Bank (SC/ST/PH candidates are exempted from payment of fees) drawn on State Bank of India payable at Faridabad in favour of the Executive Director, Regional Centre for Biotechnology, **latest by 30.08.2017**. Applications received without the requisite fee or copies of testimonials will be summarily rejected and no communication thereafter will be entertained in this matter.

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 2018 which may be extended based on a satisfactory performance evaluation and extension of the project.
3. The experience requirement specified shall be the experience acquired after obtaining the minimum educational qualifications required for the post.
4. Candidates are required to enclose self-attested copies of all the testimonials in support of their qualifications & experience 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.
5. 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.
6. 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.
7. Canvassing in any form will be a disqualification.
8. 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.

APPLICATION FORMAT

Advertisement No:

Please affix Recent Photograp

1. Name of the post applied for :

2. Full Name (in block letters) :

3. Father's /Husband's Name :

4. Date of Birth and Age as on **30.08.2017** :

5. Caste (Gen / SC / ST / OBC / PH) :

6. Permanent Address :

7. Correspondence Address :

8. E-mail / Telephone / Mobile number :

9. Details of Academic, Professional & Technical Qualifications :
(Separate sheet may be enclosed as Annexure for details duly supported by copies of certificates)

10. Details of Past Experience & Present Employment :
(Separate sheet may be enclosed as Annexure for details duly supported by copies of appointment/relieving letters, detailed w etc.) write up about the nature of duties handled and expertise in specific area of work relevant to the position applied for)

11. i) Present Pay :

- ii) Total Emoluments drawn per month :

12. Names and complete addresses along with e-mail and telephone Nos. of three referees who can comment on the candidate's suitability and temperament **(i) :**

(ii) :

(iii) :

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:
Date:

Signature of the Candidate