

क्षेत्रीय जैवप्रौद्योगिकी केन्द्र  
राष्ट्रीय महत्ता की संस्था, जैवप्रौद्योगिकी विभाग,  
भारत सरकार द्वारा यूनेस्को के तत्वावधान में स्थापित  
Regional Centre for Biotechnology  
An institution of National Importance,  
Established by the Department of Biotechnology  
Government of India, under the auspices of UNESCO



05.07.2022

**ADVERTISEMENT NO. RCB/DBT-HRD-PMU/01/2022/Rectt./HR**  
**RECRUITMENT FOR CONTRACTUAL POSITIONS**  
**UNDER DBT-HRD PROJECT MANAGEMENT UNIT (PMU)**  
**AT REGIONAL CENTRE FOR BIOTECHNOLOGY, FARIDABAD**

Regional Centre for Biotechnology (RCB) is an institution of national importance and statutory body 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 Department of Biotechnology (DBT), Government of India has entrusted the Regional Centre for Biotechnology (RCB) for the management of the following key human resource development programmes through DBT-HRD Project Management Unit (DBT HRD PMU):

1. DBT Junior Research Fellowship (JRF) Program
2. DBT PG Teaching Program
3. DBT Ramalingaswami Re-entry Fellowship (RRF) Program
4. DBT RA
5. DBT- TWAS and BITP

RCB invites applications (in online mode) from dynamic, result-oriented and dedicated eligible candidates for various contractual positions under the following project:

S. No.	Name of the post & Monthly Emolument	Qualifications & Experience	Job Description	No. of post(s) & age limit
1	<b>Grants Adviser</b>  Monthly consolidated emoluments up to Rs. 88,000 based on the relevant experience of the candidate.	<b>Essential Requirement:</b>  First class Post-Graduate degree in any area of science. Experience of a minimum of 5 years' of coordination and program management in the government, university, research institution, or other organizations of repute.  Must have adequate IT skills and aptitude for financial management.  <b>Desirable:</b> Degree in any area of Life Science or a Management degree.	<ul style="list-style-type: none"> <li>• Providing accurate and effective grants administrative support to the awardees.</li> <li>• Providing advice and support to awardees, project manager, funding agencies and administrative support staff.</li> <li>• Maintaining accurate and organized grant records and the timely input of accurate grant related financial data according to defined standards.</li> <li>• Any other task assigned from time to time.</li> </ul>	<b>03 Posts</b>  <b>Age Limit:</b> 45 Years
2	<b>Systems Analyst</b>  Monthly consolidated emoluments up to Rs. 66,000 per month based on the relevant	<b>Essential Requirement:</b>  First class M. Tech/ B. Tech/ MSc/MCA degree in Computer Science/Information Technology.	<ul style="list-style-type: none"> <li>• Providing IT support for managing the online application system.</li> <li>• Monitoring the development and functioning of website portal for various schemes.</li> </ul>	<b>01 Post,</b> Age limit: 45 years

	experience of the candidate.	<p>Experience of 3 years' with M. Tech or 5 years' with B.Tech/MSc/MCA degree in the area of software development relating to modern database technologies or network management.</p> <p>The System Analyst should have the capability and experience of programming and portal development.</p> <p><b>Desirable:</b> Experience of handling/implementation of Academic Software in a University/ Academic Institutional set up.</p>	<ul style="list-style-type: none"> <li>• Creation of applicant dashboard.</li> <li>• Maintenance of databases.</li> <li>• Installation &amp; maintenance of MIS/ financial package.</li> <li>• Ensuring trouble free online interaction with the awardees and various agencies involved.</li> <li>• Any other task assigned from time to time.</li> </ul>	
3	<p><b>Senior Accounts Assistant</b></p> <p>Monthly consolidated emoluments upto Rs. 66,000 per month based on the relevant experience of the candidate.</p>	<p><b>Essential Requirement:</b></p> <p>B.Com/BBA/CA/ICWA degree with 5 years' experience in accounts and finance in a reputed organization. Must have adequate IT skills and knowledge of Govt. Financial Rules</p>	<ul style="list-style-type: none"> <li>• Entry and verification of entries in the Accounting software.</li> <li>• Updating and reporting on the budget and spending.</li> <li>• Verifying the claims/ bills/ vouchers. Any other task assigned from time to time.</li> </ul>	<p><b>01 Post</b> Age Limit: 45 years</p>
4	<p><b>Project/Grants Executive</b></p> <p>Monthly consolidated emoluments up to Rs. 60,000 per month based on the relevant experience of the candidate.</p>	<p><b>Essential Requirement:</b></p> <p>i.) First class M. Tech/ M. Sc/ B. Tech degree in Biotechnology or any area of Life Sciences with 3 years' relevant experience.</p> <p>OR</p> <p>ii) First class Graduate/Post Graduate degree in any discipline with 5 years' relevant experience.</p> <p>Minimum 3/5 years' experience (as specified respectively for i and ii above) in coordination and program management in the government, university, research institution, or other organizations of repute.</p> <p>Must have excellent written and oral communication skills. Well-versed with MS Office and other office communication tools.</p> <p><b>Desirable:</b> 1-2 years' experience in program coordination and management in a funding agency setup.</p>	<ul style="list-style-type: none"> <li>• Provide administrative support for effective implementation of the programme.</li> <li>• Liaise with beneficiaries for timely submission of documents.</li> <li>• Prepare letters and email communications for the beneficiaries.</li> <li>• Compile and collate program data/ database for submission to funding agency.</li> <li>• Assist in addressing queries and grievances of beneficiaries received via email and telephone.</li> <li>• Make administrative and logistic arrangements for organizing physical/virtual meetings.</li> <li>• Any other task assigned from time to time.</li> </ul>	<p><b>03 Posts,</b> Age limit: 45 Years</p>

5	<b>Accounts Assistant</b>  Monthly consolidated emoluments up to Rs. 33,000 per month based on the relevant experience of the candidate.	<b>Essential Requirement:</b>  B.Com/BBA degree with 3 years' experience in accounts and finance in a reputed organization.  Must have adequate IT skills.	<ul style="list-style-type: none"> <li>• Entry of budget and expenditure details in the Accounting software.</li> <li>• Preparing the expenditure statement.</li> <li>• Processing the claims/ bills/ vouchers.</li> <li>• Any other task assigned from time to time.</li> </ul>	<b>01 Post,</b> Age limit: 35 Years
6	<b>Technical Assistant (IT &amp; Support Services)</b>  Monthly consolidated emoluments up to Rs. 33,000 per month based on the relevant experience of the candidate.	<b>Essential Requirement:</b>  Graduate degree in IT/Computer Science.  3 years' experience in software and hardware maintenance.	<ul style="list-style-type: none"> <li>• Ensure upkeep and maintenance of the database.</li> <li>• Assistance in Server maintenance and back-up.</li> <li>• Support to the web portal team.</li> <li>• Any other task assigned from time to time.</li> </ul>	<b>01 Post,</b> Age limit: 35 Years

The application format is available on our website [www.rcb.res.in](http://www.rcb.res.in). Interested candidates should fill their applications online with the requisite non-refundable fee of Rs. 1000/- **latest by 21.07.2022**. SC/ST/PH/Women candidates are exempted from payment of fees.

Refund of unsuccessful or duplicate transactions may be claimed up to 1 month from the last date of submission of applications, after that no request will be entertained.

### **TERMS AND CONDITIONS**

1. The positions will be on contract, initially for a period upto 31.03.2023, which may be extended further at the discretion of the Competent Authority as per the requirement of the Centre. The duration of the project is likely to be extended further.
2. The positions are subject to periodic evaluation of the performance of the incumbent and if, on such evaluation the performance is not found to be satisfactory, the contract will be terminated with one-month notice.
3. The appointment will be on full-time basis and he/she will not be permitted to take up any other assignment during the period of contract. The contract may be terminated by either party by giving one-month advance notice in writing.
4. The consolidated emoluments shown above are only indicative and shall be decided by the Selection Committee for the selected candidate based on his/her relevant experience and qualification. No other perks or allowances are admissible.
5. The incumbent will be required to conform to the rules and regulations of RCB in force from time to time and follow the discipline rules of the Centre failing which the contract may be withdrawn at any point of time.
6. The incumbent will not be considered to be a permanent employee of the Center and conferment of this contract will not imply any assurance or guarantee for regular employment in the Centre. The incumbent shall not claim for regularization or absorption in the Centre. However, the incumbent may apply for the advertised posts subject to meeting eligibility criteria for the post and as per institutional policy.
7. All educational, professional and technical qualifications should be from a recognized Board/University. Experience shall be counted for work done after the qualifying degree for the relevant position.
8. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No- Objection Certificate' at the time of selection process.

9. Outstation SC/ST candidates, if called for interview will be paid to & fro second-class railway fare, as per GOI rules on production of the proof of the same.
10. Canvassing in any form will be a disqualification.
11. Vacancy shown above is indicative only and the number may increase or decrease as per requirement and at the discretion of the Competent Authority.
12. Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for the selection process. Only the candidates shortlisted by a duly constituted Screening Committee will be called. The decision of the Centre in this regard will be final. No interim inquiries in this regard will be entertained.
13. The candidates should submit separate application for separate posts.
14. The incumbent will be entitled for leave as admissible to the contractual staff of the Centre. The un-availed leave cannot be carried forward or encashed.
15. Age relaxation as per GoI norms is available to eligible applicants. In all other cases, if a candidate is otherwise suitable, age/experience relaxation may be granted by the Competent Authority.
16. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Faridabad, Haryana.
17. Candidates canvassing/giving incorrect information/violating norms in any kind, detected at any stage, before or after the selection will be disqualified with immediate/retrospective effect, as the case may be.
18. The decisions of the Competent Authority, RCB will be final and binding in all cases.

**Note:** Applicants who are already in regular government service and willing to apply for the above contractual positions are advised to take prior permission from their parent organization for the same. In the event of selection, such candidates are to ensure their relieving within 30 days of the offer, so as to join the position within the specified period. No request for extension of joining period shall be entertained under any circumstances. The positions are contractual only with consolidated emoluments and shall not be eligible for any pay level salary, perks & allowances. During the contract period of the employee, RCB shall not have liability of any kind to his/ her parent organization.

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**(Controller of Administration)**