

Dated: 09.09.2024

ADVERTISEMENT NO. RCB/BSU/04/2024/Rectt./HR
RECRUITMENT FOR CONTRACTUAL POSITIONS UNDER THE PROJECT “ESTABLISHMENT OF
BIOSAFETY SUPPORT UNIT (BSU) PHASE-II” 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.

RCB invites applications (in online mode) from dynamic, result-oriented and dedicated eligible candidates for the following contractual position under the “BSU Phase-II” project:

S. No.	Name of the post & Monthly Emolument	Qualifications & Experience	Job Description	No. of post(s) & age limit
1	Executive (Administration & Services) Monthly consolidated emoluments @ Rs. 45,000/- per month.	Essential Requirement: Graduate degree from a recognized University with 5-7 years' experience in office administration as per GOI rules. Desirable Experience: Experience in any Government / Semi Govt. / Autonomous / PSU in relevant field.	<ul style="list-style-type: none"> • Assist in human resource management. • Carry out administrative management tasks related to the project. • Coordinate with facility management for maintenance and repairs. • Experience with government regulations and compliance stands. Having proficiency in e-office. • Noting/Drafting of files. • IT support and troubleshooting for hardware, software, and network issues. • Any other task assigned from time to time. 	01 Post Age limit: 40 Years

2	Executive (Finance) Monthly consolidated emoluments @ Rs. 45,000/- per month.	Essential Requirement: Graduate in Commerce from a recognized University with 5-7 years' experience in Accountancy and administration. Desirable: <ul style="list-style-type: none"> • Experience of Utilization Certificate / Statement of Expenditure. • Experience in any Government / Semi Govt. / Autonomous / PSU in relevant field. 	<ul style="list-style-type: none"> • Manage research project accounts. • Carry out administrative & financial management tasks. • Noting/Drafting of files • Preparation of Budget and maintaining expenditure and release of grant. • Monitoring expenditure against the allocated budget time to time. • Preparation of Utilization Certificate / Statement of Expenditure. • Preparation of Bank reconciliation Statement. • Bank dealing, tally operations, voucher preparation, TDS return etc. • Any other task assigned from time to time. 	01 Post Age limit: 40 Years
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Interested and eligible candidates may apply online at RCB website www.rcb.res.in with the requisite non-refundable fee of Rs. 200/- **latest by 08.10.2024**. SC/ST/PwD candidates are exempted from payment of fees. Ex-Serviceman can also apply for suitable position and will be considered as per GOI norms.

Applications received through any other mode will not be accepted.

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 position will be on contract, initially for a period of one year, which may be extended further at the discretion of the Competent Authority as per the requirement of the centre. The position will be co-terminus with the project.
2. The position is 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. Canvassing in any form will be a disqualification.
10. Vacancies shown above are indicative only and the number may increase or decrease as per requirement and availability of suitable candidates and at the discretion of the Competent Authority.
11. Candidates must ensure that he / she fulfils all the eligibility criteria as stipulated in the advertisement. If it is found that he / she does not fulfil the stipulated criteria during the recruitment process, the candidature of the candidate will be cancelled. If the same is noticed after the appointment, the candidate will be terminated following due process.
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 for the selection process. 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. Closing date of Online Application will be the crucial date for determining eligibility with regard to age, essential qualification etc.
15. Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
16. 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.
17. 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.
18. All results/notifications/addendum/corrigendum will be published only on RCB website. Therefore, the candidates should visit the RCB website regularly till completion of the recruitment process.
19. 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.
20. 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.
21. All communications will only be made through email.
22. The decisions of the Competent Authority, RCB will be final and binding in all cases.
23. If any technical issue/difficulty faced by the candidate while filling up the online form, please send email to it@rcb.res.in or call at landline number +91 129-2848816.

Note: Applicants who are already in regular government service and willing to apply for the above contractual position 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 position is 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.

(Controller of Administration)
