

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



18.03.2021

ADVERTISEMENT NO. RCB/DBT-HRD-PMU/01/2021/RECTT./HR
RECRUITMENT FOR CONTRACTUAL POSITIONS UNDER DBT-HRD PROJECT & MANAGEMENT UNIT
AT REGIONAL CENTRE FOR BIOTECHNOLOGY

Regional Centre for Biotechnology (RCB) is an 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. In 2016, RCB was recognised as an Institution of National Importance by the Parliament of India.

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

Applications (in online mode) are invited from dynamic, result-oriented and dedicated eligible candidates for the following contractual positions:

S. No.	Name of the post, Consolidated Emoluments	Qualifications & Experiences	Job Description	No. of post(s) & age limit
1.	Manager (Administration & Finance) Emoluments up to Rs. 80,000 per month based on the relevant experience of the candidate.	Qualifications: A post-graduate degree in finance or an MBA, or a professional qualification like CA or ICWAI. Must have adequate IT skills. Experience of a minimum of 5 years' in the field of accounting and finance. Desirable: Knowledge and experience of Administration including court cases, Finance in the Government Sector.	<ul style="list-style-type: none"> • Supervise and deal with matters related to Establishment, Finance and Accounts. • Formulation and implementation of financial plans, management of expenses and resources. • Keeping inventory of all transactions and assets. • Preparing and analyzing accurate monthly financial and accounting reports. • Preparing income statement, balance sheet, budget projections and forecasting. • Keeping records of funds flow, grants reporting, compliance and reconciliation. • Any other task assigned from time to time. 	One Post, Age limit: 50 years

2.	<p>Systems Analyst</p> <p>Emoluments Rs. 60,000 per month based on the relevant experience of the candidate.</p>	<p>First class M. Tech/ B. Tech/ MSc/MCA degree in Computer Science / Information Technology.</p> <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>	<ul style="list-style-type: none"> • Providing IT support for managing the online application system. • Monitoring the development and functioning of website portal for various schemes. • Creation of applicant dashboard. • Maintenance of databases. • Installation & maintenance of MIS/ financial package. • Ensuring trouble free online interaction with the awardees and various agencies involved. • Any other task assigned from time to time. 	<p>One Post, Age limit: 40 years</p>
3.	<p>Accounts Assistant</p> <p>Emoluments up to Rs. 30,000 per month based on the relevant experience of the candidate.</p>	<p>B. Com/BBA degree with 3 years experience in accounts and finance in a reputed organization.</p> <p>Must have adequate IT skills.</p>	<ul style="list-style-type: none"> • Entry of budget and expenditure details in the Accounting software. • Preparing the expenditure statement. • Processing the claims/ bills/ vouchers. • Any other task assigned from time to time. 	<p>Three Posts, Age limit: 35 Years</p>
4.	<p>Data Entry Operator</p> <p>Emoluments Rs. 30,000 per month based on the relevant experience of the candidate.</p>	<p>Graduate degree with diploma in IT/Computers.</p> <p>3 years' experience in data entry operations.</p>	<ul style="list-style-type: none"> • Entries into the MIS Software with the data as required. • Preparation of letters and email communications. • Drafting meeting notices and assistance in preparation of minutes etc. • Any other task assigned from time to time. 	<p>Two Posts, Age limit: 35 Years</p>
5.	<p>Technical Assistant (IT & Support Services)</p> <p>Emoluments up to Rs. 30,000 per month based on the relevant experience of the candidate.</p>	<p>Graduate degree in IT/Computer Science.</p> <p>3 years' experience of software and hardware maintenance.</p>	<ul style="list-style-type: none"> • Ensure upkeep and maintenance of the database. • Assistance in Server maintenance and back-up. • Support to the web portal team. • Any other duties as assigned from time to time. 	<p>One Post, Age limit: 35 Years</p>
6.	<p>Front Office Assistant</p> <p>Emoluments up to Rs. 30,000 per month based on the relevant experience of the candidate.</p>	<p>Graduate with knowledge of the use of computers.</p> <p>3 years' experience in handling office correspondences and front office work/reception.</p>	<ul style="list-style-type: none"> • To act as first-point communication node for all the telephonic correspondences. • To manage vehicle and meeting coordination requests. • Assist in dispatch of official communications. • To facilitate smooth functioning of administrative activities. • Any other task assigned from time to time. 	<p>One Post, Age limit: 35 Years</p>

7.	Secretarial Assistant Emoluments up to Rs. 30,000 per month based on the relevant experience of the candidate.	Graduate with knowledge of the use of computers. 3 years' experience in handling correspondences, office management, file work, accounts and finance.	<ul style="list-style-type: none"> • Assistance in drafting official communication. • Recording notes of meetings and preparation of draft minutes. • Managing meeting schedules, appointment calendar of the key personnel. • Any other task assigned from time to time. 	One Post, Age limit: 35 Years
8.	Multi-tasking Staff Emoluments up to Rs. 18,000 per month based on the relevant experience of the candidate.	Holding Class 10 Certificate.	<ul style="list-style-type: none"> • Photocopying. • Dispatch of official communications. • Assistance in organizing meetings. • Ensure cleanliness of the office space & equipment. • Any other task assigned from time to time. 	Two Posts, Age limit: 30 Years

The application format is available on our website www.rcb.res.in. Interested candidates should fill their applications online with the requisite non-refundable fee of Rs. 1000/- (SC/ST/PH/Women candidates are exempted from payment of fees) **latest by 02.04.2021.**

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 till the duration of the project (13.09.2021) which may be extended subject to extension of the project duration and at the discretion of the Competent Authority as per the requirement of the Centre.
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 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 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 post.
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 relaxation of up to 3 years 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. Candidate 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.

(Registrar)