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

United Nations Educational, Scientific and Cultural Organization · क्षेत्रीय जैव प्रौद्योगिकी केन्द्र Regional Centre for Biotechnology

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RECRUITMENT FOR CONTRACTUAL POSITIONS UNDER OFFICE OF CONNECTIVITY (OOC) AT REGIONAL CENTRE FOR BIOTECHNOLOGY

Regional Centre for Biotechnology (RCB), an Institution of national importance established by the Department of Biotechnology, Govt. of India, with regional and global partnerships synergizing with the programmes of UNESCO. 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.

We are looking for dynamic, result-oriented and dedicated candidates for the following contractual positions for the Office of Connectivity (OoC):

Sl. No.	Name of the post and consolidated emoluments	Qualifications and Experience	Job Description	No. of posts and age limit
1.	**Chief Executive Officer (CEO)** Emoluments ranging from Rs. 1.25 lakh to Rs. 1.50 lakh per month (Consolidated)	Qualifications: A distinguished academic record with a post graduate degree in any area of life sciences and an MBA (or equivalent) with proven leadership qualities. Experience of a minimum of 10 years in coordination & facility management in Universities, research institutions. Desirable: working experience of operational management of large Government scientific/academic/ institutional campus.	• Provide leadership to the team for management of the common facilities of the NCR Biotech Science Cluster. • Develop business operational model for smooth running of all facilities and estates of the cluster. • Manage relationships with a broad and diverse group of constituents like technologists, academia, service contractors etc. • Co-ordinate with various working groups like local state agencies/marketing / communications / IPR / Legal agencies to ensure effective outcomes in line with the objectives of the constituents of the Cluster. • Have understanding of Certifications and clearances required for buildings. • Maintain financial discipline and accountability for the overall activities of the OoC. • Facilitate initial set up of any cluster constituent – (lab infrastructure including IT, security and signages). • Coordinate with heads of all constituent institutions in the cluster to ensure that a congenial healthy and	One post, 45 years

			professional environment is maintained in the Cluster. • Coordinate and organize periodic meetings of the Cluster Board. Carry out all the activities of the OoC in accordance with the directions of the Cluster Board. • Work priorities as per requirement from time to time.	
2.	**Senior Manager (Administration and Finance)** Emoluments ranging from Rs. 80,000 to Rs. 100,000 per month (Consolidated)	**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.	• 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. • Any other work assigned as per requirement.	One Post, 45 years
3.	**Service Coordinator** Emoluments ranging from Rs. 40,000 to Rs. 50,000 per month (Consolidated)	**Qualifications:** A graduate degree with knowledge of computer applications. **Experience:** A graduate degree with a minimum of 5 years' relevant hands-on experience of management in in an organization of repute. **OR** A post-graduate degree with a minimum of 3 years' relevant hands-on experience of management in an organization of repute.	• Manage and oversee the functioning and mandate of the division. • Liaising with various agencies involved. • Updating and reporting on the schedule of progress. • Obtaining necessary records and preliminary report generation. • Any other task assigned from time to time.	One Post, 40 years

<u>Note:</u> Retired employees of age upto 62 years who possess relevant experience may also apply for the above positions.

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 25.08.2020.**

Refund of unsuccessful or duplicate transactions may be claimed upto 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 (31, March 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.
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.

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(Registrar)