

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



Dated: 13.07.2021

Advertisement No. RCB/BBB/01/2021/Rectt./HR

Recruitment for contractual positions under the project “Development of a recombinant vaccine against the Hepatitis E virus and immunological characterization of Hepatitis E immune cohort and potential vaccine recipient cohort” at Bio-incubator.

Regional Centre for Biotechnology (RCB) is 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.

The Centre invites online applications from suitably qualified, dynamic, result-oriented and dedicated eligible candidates for the above mentioned project funded by National Biopharma Mission, an Academic-Industry Collaborative Mission for accelerating Discovery Research to early development for Biopharmaceuticals.

S. No.	Name of the Position and consolidated emolument	Minimum essential Qualification and Experience	Job description & responsibilities	No. of positions & Age limit
1	Project Manager Emoluments upto Rs. 12 Lakh per annum based on the relevant experience of the candidate.	Ph.D. in Microbiology/ Virology/Immunology/Biotechnology/Biochemistry or any branch of Life Sciences from a recognized University /Institution with 5 years of relevant post qualification experience.	<ul style="list-style-type: none"> ➤ Proven working experience in project management. ➤ Excellent external and internal communication skills. ➤ Monitoring & coordinating routine activities with partners and collaborators. ➤ Escalating issues & reporting updates to PI, Project Director & Senior Management. ➤ Presenting scientific data, project proposal in different meetings. ➤ Excellent written and verbal communication skills. ➤ Solid organizational skills including attention to detail and multitasking skills. ➤ Develop, maintain & review grants, budgets, projects, inventories and database. ➤ Monitor study progress and provide status to the team routinely. ➤ Strong working knowledge of Microsoft Office. ➤ Work experience in molecular biology/ mammalian cell culture/ protein purification/ virological assays/ immunological assays would be plus. 	01 Post Age Limit: 50 Years

2	<p>Project Assistant</p> <p>Emoluments upto Rs. 6 Lakh per annum based on the relevant experience of the candidate.</p>	<p>M.Sc. Biotechnology / Microbiology / M.Tech Biotech / Life Sciences with minimum 1 year of experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services.</p>	<ul style="list-style-type: none"> ➤ Experience in handling multi party collaborative projects. ➤ Excellent administrative capabilities. ➤ Understanding of biological data with analytical skills. ➤ Hardworking and team player with interpersonal skills. ➤ Work experience in molecular biology/ mammalian cell culture/ protein purification/ virological assays/ immunological assays would be plus. 	<p>01 Post</p> <p>Age Limit: 35 Years</p>
3	<p>Data Entry Operator</p> <p>Emoluments upto Rs. 4 Lakh per annum based on the relevant experience of the candidate.</p>	<p>Bachelor's degree in Computer Application/ Computer Science/IT from a recognized university or institution with atleast 1 year experience.</p>	<ul style="list-style-type: none"> ➤ Receiving CRFs from clinical operations team. ➤ Transcribe the clinical data from the case recording forms. ➤ Feed the biorepository data into the common database. ➤ Maintain accountability of received CRF pages. ➤ Performing accurate data entry into the database. ➤ Performing query management as per protocol requirement for electronic data capture system. ➤ Experience with spreadsheets (MS Office Word, Excel etc). ➤ Basic understanding of databases. ➤ Good command of English both oral and written. ➤ Transfer data from paper formats into database systems. ➤ Verify data by comparing it to source documents. 	<p>01 Post</p> <p>Age Limit: 35 Years</p>
4	<p>Project Finance Executive</p> <p>Emoluments upto Rs. 9 Lakh per annum based on the relevant experience of the candidate.</p>	<p>CA/M.Com/MBA/Finance with minimum 2 years of experience with a specialization in Business, Accounting, Finance or equivalent experience preferred.</p>	<ul style="list-style-type: none"> ➤ Demonstrates strong technology skills, as well as problem solving and analytical skills. ➤ In-depth knowledge of financial regulations and accounting processes. ➤ Create and implement financial policies to guarantee operational efficiency. ➤ Oversee the preparation and planning of budgets. ➤ Maintain records and receipts for daily transactions. ➤ Ensure financial records are kept upto-date with the latest transactions and changes. ➤ Contribute to the financial audits. ➤ Monitor all bank deposits and payments. ➤ Perform periodic financial analysis to detect and resolve problems. ➤ Prepare balance sheets and invoices. 	<p>01 Post</p> <p>Age Limit: 45 Years</p>

Interested candidates may apply online with the requisite non-refundable fee of Rs. 1,000/- (SC/ST/PH/Women candidates are exempted from payment of fees) **latest by 03 August, 2021**. The details are available on our website www.rcb.res.in

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 of one year which may be extended subject to performance evaluation 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 relevant position.
8. Persons working in Govt. or Public Sector Undertaking are to 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. Vacancy shown above is indicative only and the number may increase or decrease as per requirement and at the discretion of the Competent Authority.
11. 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.
12. The candidates should submit separate application for separate posts.
13. 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.
14. Age relaxation as per GoI norms is available to eligible applicants.

15. 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.

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.

(Registrar)