

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



11th January, 2022

Advertisement No. RCB/01/2022/Recruitment/HR

RECRUITMENT FOR ADMINISTRATIVE POSITION

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 Indian candidates for the **post of Registrar on Deputation/Contract Basis for a period of three years (may be extendable by one more year) or return of previous incumbent from Deputation, whichever is earlier.** The salient details are as under:

Name of the Post, Pay Level	Qualifications & Experience	Job Description	No. of post & age limit
Registrar Pay Level – 13 (Rs.123100-215900) (Pre-revised 37400-67000, Grade Pay 8700)	<u>Deputation/Contract:</u> Officers from the Central /State Governments / Universities / R&D Institutions, or PSUs, holding analogous post, or with at least 5 years' service in posts with Pay Level-12 or its equivalent possessing educational qualification and experience as below: a) A post-graduate degree in any discipline. b) Minimum 15 years' experience in academic administration in a university or an educational institutional imparting tertiary education. c) The candidate must have strong oral and written communication skills. d) Must have knowledge of modern digital methods of academic management.	(1) The Registrar shall be an ex-officio Member-Secretary of the Board of Studies. (2) The Registrar shall be the custodian of the academic records and such other property of the Regional Centre as the Executive Director shall commit to his charge. (3) The Registrar shall issue all notices convening meeting of the Board of Studies and of all Committees of the Regional Centre for the academic matters as appointed by Executive Director. (4) The Registrar shall maintain records of all the meetings of the Board of Studies, and of any Committees of the Regional Centre for academic matters appointed by the Executive Director. (5) The Registrar shall represent the Regional Centre in suits or proceedings relating to the academic functions by or against the Regional Centre. (6) The Registrar shall oversee student activities including but not limited to admission, examinations, fellowship, fees, graduation, travel, accommodation, and grievance redressal in the Regional Centre. (7) The Registrar shall oversee the administration of the academic activities of Post-Doctoral Fellows and Young Investigators at the Regional Centre. (8) The Registrar shall perform such other duties as may be specified in the Ordinances, or the regulations, or as may be required from time to time by the Executive Director.	One Post Age Limit: 56 years

TERMS AND CONDITIONS

1. Terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.
2. The officers selected for appointment on deputation may either retain their pay level applicable to them plus deputation allowance and other allowances as admissible in their parent cadre, or draw their pay in the appropriate pay level indicated against the post.
3. Candidate appointed shall not have any claim for any promotion/absorption during the period of deputation.
4. The experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
5. All educational, professional and technical qualifications should be from a recognized Board/ University.
6. The candidates employed in Central/State Govt./Autonomous Institution/or Public Sector Undertaking etc. should apply through proper channel alongwith prescribed documents or submit the same at the time of selection process. The candidates who have not forwarded their application alongwith prescribed documents (as per annexure) through proper channel or are not in possession of the same at the time of selection process, shall not be permitted to appear in the selection process.
7. Outstation SC/ST candidates called for selection process will be paid to & fro second class railway fare, as per GOI rules on production of the proof of the same.
8. 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.
9. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- 10. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Court(s) at Faridabad, Haryana.**

How to Apply?

Interested candidates should fill their applications online with the requisite fee of Rs. 1000/- (SC/ST/PWD/Women candidates are exempted from payment of fees) **latest by 22.02.2022**. 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.

The print of successfully submitted online application of the eligible candidate, whose services can be spared immediately on selection, may be forwarded through proper channel along with the certificate from the Forwarding Authority **as per proforma given at Annexure and attachments to 'Controller of Administration, Regional Centre for Biotechnology, NCR, Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad, Haryana-121001'**.

Last Date: The last date of receipt of physical copy of successfully submitted online application alongwith Annexure and attachments at RCB, Faridabad will be 28.02.2022 (Monday).

Disclaimer: - 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. The decisions of the Competent Authority, RCB will be final and binding in all cases.

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(Controller of Administration)

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Annexure

**(Certificate to be Furnished by the Employer/Head of Office/Forwarding Authority
Not Below the Rank of Under Secretary to GoI or equivalent)**

Name of Applicant:

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested Copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him during the last 10 years.

Signature:

Name

Designation :

Telephone No.:

E-mail ID:

Office Seal:

Date:

Place:

