

NATIONAL BRAIN RESEARCH CENTRE (NBRC) invites application for the post of Project Associate -II (Project) under DBT funded project titled “DBT e-Library Consortium (DeLCON).

Interested Candidate fulfilling the following requirements can submit duly filled in application as per attached format along with CV and self-attested copies of certificates in support of their qualifications and experience latest by **25th August, 2023** to “**The Administrative Officer (Academics), National Brain Research Centre, Nainwal Mode, Gurugram-122 052 (Haryana)**”. The candidates can apply by post or by email (email ID: projrectt@nbrc.ac.in) alongwith complete documents to be uploaded in pdf format only.

Name of the post	<ul style="list-style-type: none"> • Project Associate -II (Project)
No. of Position	<ul style="list-style-type: none"> • One
Essential Qualification	<ul style="list-style-type: none"> • Bachelor’s degree in commerce (B. Com.) / Master degree in commerce (M. Com.) alongwith 02 years’ relevant experience preferably in Govt. / Semi Govt. Organization / Public Sector Undertaking / Autonomous Organization, educational Institutions, Universities etc.
Desirable Qualification	<ul style="list-style-type: none"> • Candidates having a degree of MBA (Finance) or CA/ICWA will be preferred • Knowledge of financial rules, accounting procedure and preparation of Budget, Taxation Work (TDS specialization), Foreign Remittance • Knowledge of ERP-Tally, MS-Office etc.
Emoluments	<ul style="list-style-type: none"> • (i) ₹ 35,000/- pm + HRA 16%, for those who are selected through: - (a) National Eligibility Test-CSIR-UGC NET including lectureship (Assistant Professorship) or GATE (b) A selection process through National level examinations conducted by Central Government Department and their Agencies and institutions. • (ii) ₹ 28,000/- pm + HRA 16% for those who do not fall under (i) above. No other allowances are applicable.
Age Limit	<ul style="list-style-type: none"> • Not exceeding 35 years (as on the last date of receipt of applications)
Mode of appointment	<ul style="list-style-type: none"> • In a project on contract & co-terminus with the project
Tenure	<ul style="list-style-type: none"> • The tenure will be initially, for a period upto 31st December, 2023 or duration of the project whichever is earlier. <i>There is a possibility that the project would be extended in which the incumbent would be eligible for further extension based on the performance review.</i> The post is co-terminus with the project. Selected candidates should abide by the rules and regulations of NBRC.

Note:-

1. No TA/DA will be payable to the candidates for attending the interview
2. Only candidates who are shortlisted will be called for an interview.
3. Candidate are required to attach copies of their self-attested certificates of qualification & experience in support of the claims made by them in their application, failing which their application shall summarily stand rejected without any intimation.

13. Any other relevant information (attach separate sheet, if required).

14. Details of work experience:

Name of Organization / Institute	Designation	Total Emoluments	Length of Service		Nature of work	Details of proof of experience attached
			From	To		

Declaration: I understand that in the event of any information provided above being found incorrect or misleading, my candidature shall be liable to cancellation by NBRC at any time.

Place _____

Signature of the candidate

Dated _____

General Conditions: -

1. The appointment will be initially for a period upto **31st December, 2023**. **There is a possibility that the project would be extended in which case the incumbent would be eligible for further extension** based on the performance of the candidate for a further declared period or till the project lasts whichever is earlier.
2. Canvassing in any form will be a disqualification.
3. Competent authority in exceptional cases may relax requirements of age / educational qualification/ experience.
4. The posts advertised shall be need based without any commitment for its filling, and number of vacancies may vary.
5. Advertisement No. and Name of the post applied for should be clearly mentioned on the Envelope and on the Application Form, failing which the application will not be considered. Applications received after the last date, without attested copies of testimonials and certificates etc. / incomplete applications may be rejected.
6. The applicants in Government / Semi-government Organizations / Public Sector Undertaking Autonomous Organizations must send their applications "Through Proper Channel". The applications received without the recommendations of the Employers will not be considered.

7. Merely fulfilling the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Since it may not be possible to call all the candidates for interview, the applications will be short-listed and the decision of the duly constituted Screening Committee will be final. The Centre will not entertain any correspondence in this respect and interim enquiries will not be attended to.
8. Applications received after due date may not be considered.
9. The job contract will be regulated as per the terms of the project and the prevailing rules and procedure followed at NBRC time to time.
10. NBRC reserve the rights to recruit or not recruit, not found suitable
11. No communication will be entertained in this regard.

DECLARATION

I hereby declare that all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed and material information which may debar my candidature for the position applied for. In the event of suppression or distortion of any fact or educational qualification, etc. made in my application form, I understand that I will be denied selection and if already selected to the said position in the Institute, my services will be cancelled / terminated forthwith.

Signature of the candidate

CERTIFICATE

(To be filled up by the Head of Organization / Institution where the applicant is currently employed)

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution / Organization has no objection to the candidature of the applicant being considered for the post applied for. It is certified that no vigilance / disciplinary case is pending or contemplated or initiated against the official. The integrity of the official is beyond doubt.

Signature.....
(Head of the Institution / Organization with seal)

Designation.....

Address.....

.....

Code No.....

Tele No.....

File No.....

Date.....