



## NATIONAL RESEARCH DEVELOPMENT CORPORATION

An Enterprise of DSIR  
Ministry of Science and Technology, Govt. of India

NRDC is an enterprise of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India engaged in the development, promotion and transfer of technologies emanating from various national R & D institutions/universities and IPR and Technology Transfer services. NRDC requires an **Assistant Personnel Officer (HR)** for its Headquarters at New Delhi:-

Advertisement No.	04/2023
Name of Post:	Assistant Personnel Officer (HR)
No. of posts	One (01)
Maximum Age limit	30 years (Relaxable for SC/ST/OBC/ESM candidates in accordance with the instructions or orders issued by Central Govt of India from time to time) Note: The crucial date for determining the age limit shall be the closing date for receipt of application as announced in the notification.
Educational qualification	<ol style="list-style-type: none"><li>1. Graduate from a recognized university</li><li>2. Diploma in Personnel Management/Human Resource Management</li><li>3. Candidates having Post Graduate degree /Post Graduate diploma/ in Human Resource Management / Personnel Management will be preferred</li></ol>
Experience	<ul style="list-style-type: none"><li>• Minimum 03 yrs relevant experience out of which preferably two years in PSU/Govt. Sector experience at one level below (i.e. S-1 or S-2 Level).</li><li>• Good knowledge of handling all IR related issues.</li></ul>
Mode of Selection	Selection will be made through Personal Interview by the Selection Committee.
Pay & allowances	Rs.30000-120000 (IDA Pattern). Total Pay Rs.54,400/- (Approx.) + Perks
Job Description	- Assist Manager (P&A) for matter relating to Personnel & Administration department including disposal of

employees claims, certifying the leave record/service book, drafting lease agreements of office premises,  
- Maintenance/preparation of Reservation Rosters, HR Manual of NRDC;  
- Assist Manager (P&A) in enforcing discipline & responsible for a productive culture & Industrial harmony.  
- Assisting in orientation to employee development activities.  
- Assist in resolving employee related issues, monitoring employee database, maintaining & keep updating the same.  
- Preparation of manpower requirements of the organization on the basis of requisition/indent received  
- Communication & coordination with other departments.  
- Employee welfare & safety activities.  
- Punctuality in attendance.  
- Ensuring statutory compliance of Govt. rules applicable to NRDC and the schemes framed by NRDC.  
- Assist Manager (P&A) in matters related to Appointment/engagements, confirmation, etc.  
- Ensure proper maintenance of Files/Records by the Section  
- Assist in drafting new policies for the Corporation in the areas of Personnel & IR and effective implementation for maintaining and improving harmonious employee relations.  
- Any other work as may be assigned by Manager (P&A) from time to time.

Note : Application Fee payable - Rs.500/- by way of DD in favour of NRDC payable at New Delhi (No fee for SC/ST/PwD/ESM)

**General Terms & Conditions for all the candidates :-**

1. The earlier advertisement No. CBC 36206/12/0001/2324 published in Employment News on 22.04.2023 stands cancelled and the candidates who have applied earlier, if eligible, as per the criteria mentioned in the detailed advertisement on the website may apply again.
2. Age relaxation/concessions etc. to SC/ST/OBC/EWS/PWD/XSM and widowed/divorced women etc. as per Govt. of India Guidelines. Necessary certificate must be enclosed with the application form for claiming relaxation/concession.
3. All reserved category candidates shall submit attested copies of the latest Caste Certificate issued by the Competent Authority on the prescribed format.
4. Candidates employed in Government and Semi-Government Organizations, Defence Forces, Public Sector Undertakings, must apply through proper channel without which their candidature will not be considered. The applicant shall ensure that the application must reach before the closing date.
5. The short-listed candidates will be required to bring Original Certificates/ Testimonials and a photocopy of each of them at the time of test for verification.
6. The Corporation reserves the right to amend/alter/change/modify the number of posts or any or all of the conditions if necessary or

- cancel the advertisement without assigning any reasons thereof.
7. Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone No. in the application form for easy contact.
  8. The Corporation reserves the right to screen and call only such candidates as are found Prima Facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
  9. The invitation to candidates for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
  10. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for test/interview/outcome of interview.
  11. The candidate is responsible for the correctness of the information provided in the application.
  12. Any candidate who has ever been arrested/prosecuted/detained/fined by a Court of Law or against whom a criminal case stands registered and/or is under investigation or pending trial or who has been convicted by a Court of law or discharged/expelled/withdrawn from School/any training institution should disclose the same in the application form.
  13. If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated
  14. No TA /DA will be payable for attending the interview.
  15. The selected candidates have to join the duty within one month of receipt of the offer letter alongwith medical fitness certificate from the hospital recognized by NRDC for the purpose.
  16. Though the initial posting will be at New Delhi but he/she may be transferred/posted anywhere within or outside the country as the posts are transferrable.

**How to apply :-**

Interested candidates must send application in the prescribed format enclosed at **Annexure-I** directly on email at [jobs@nrdc.in](mailto:jobs@nrdc.in) and must also forward a printout of the application alongwith application fee of Rs.500/- by way of DD in favour of NRDC payable at New Delhi (No fee for SC/ST/PwD/ESM candidates) post within 21 days of publication i.e. **On or Before 5:30pm on 8<sup>th</sup> September 2023** of the advertisement at the following address:

The Manager (P&A)  
NRDC, 20-22, Zamroodpur Community Centre,  
Kailash Colony Extension,

NEW DELHI-110048.



**NATIONAL RESEARCH DEVELOPMENT CORPORATION**  
20-22, Zamrudpur Community Centre, Kailash Colony Extension  
New Delhi 110048; Phone: +91 11 29240401-07  
Email: write2@nrdc.in; Website: <http://www.nrdcindia.com/>

**Advt. No. 04/2023**

NRDC is a PSE under DSIR, MoST, GoI with a mandate to commercialize technologies emanating from R&D Organizations. NRDC invites applications for the post of **Asstt. Personnel Officer (HR)** on Regular basis.

For eligibility criteria and other conditions, please see the detailed advertisement on NRDC website [www.nrdcindia.com](http://www.nrdcindia.com). The earlier advertisement No. CBC 36206/12/0001/2324 published in Employment News on 22.04.2023 stands cancelled and the candidates who have applied earlier, if eligible, as per the criteria mentioned in the detailed advertisement on the website may apply again.

Candidates should send their applications by post or through email to [jobs@nrdc.in](mailto:jobs@nrdc.in) within 21 days from the date of publication of this advertisement to: **The Manager (P&A), National Research Development Corporation, 20-22, Zamrudpur Community Centre, Kailash Colony Extension, New Delhi 110048.**



**Annexure-II (For Non- Technical posts)**

**NATIONAL RESEARCH DEVELOPMENT CORPORATION**

20-22, Zamroodpur Community Centre,  
Kailash Colony Extension,  
NEW DELHI-110048.

***Brief Bio-Data***

*(To be filled and submitted along with the application)*

Please attach  
passport size  
photograph

**Post Applied for:** \_\_\_\_\_  
**Discipline** : \_\_\_\_\_

1 Name (in Block Letters) : Dr./Mr./Mrs/Miss \_\_\_\_\_

2 (a) Communication Address :  
(In Block Letters)

(b) Permanent Address :  
(In Block Letters)

- i) Phone No.
- ii) Mobile No.
- iii) Email ID

3. Father/Husband's name :

4. Date of Birth :  
(As per Matriculation Certificate/Aadhar Card)

5 Gender : Male/Female :

6 Marital status : Married / Single :

7. Religion :

8 Whether Reservation Category Belongs to : SC/ST/OBC/EWS/XSM/PH/GENERAL  
(If yes, please attach certificate)

**9. Educational Qualifications :**

Examinations passed (Enclose Marks Cards / Certificates)	Discipline/Name of qualification	Percentage of Marks	Year of passing	Examining Body/University	Remarks, if any
Secondary (10 <sup>th</sup> ) or its equivalent					
Sr. Secondary (12 <sup>th</sup> ) or its equivalent					
Bachelor's					

Degree					
Master's Degree					
Others viz. M.Phil Ph.D etc.					
Diploma/P.G. Diploma 1. 2. 3. 4. 5.					

**10. Professional Qualifications/Trainings, if any :**

Qualifications	Grade/ Percentage of Marks	Year of passing	Examining Body/University	Remarks

**11. Experience:**

(Starting from current position in descending order)

*(Please attach separate sheet if the space is insufficient)*

Name of Organization	Designation/Post with pay scale/Salary Drawn	Period	Brief detail of assignments
	<b>Design.:</b>	<b>From</b>	
	<b>Pay Scale:</b>	<b>To</b>	
	Salary Drawn	<b>Yrs.</b>	
	<b>Design.:</b>	<b>From</b>	
	<b>Pay Scale:</b>	<b>To</b>	
	Salary Drawn	<b>Yrs.</b>	
	<b>Design.:</b>	<b>From</b>	
	<b>Pay Scale:</b>	<b>To</b>	
	Salary Drawn	<b>Yrs.</b>	
	<b>Design.:</b>	<b>From</b>	
	<b>Pay Scale:</b>	<b>To</b>	
	Salary Drawn	<b>Yrs.</b>	

12. Award and Prizes (if any)

13. Extra curricular activities

14. Name of two references:-

1.Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

2.Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

Place:

Date:

*Signature of the candidate*