

Dated: 26.09.2023

ADVERTISEMENT NO. RCB/DBT-HRD-PMU/02/2023/Recdt./HR
RECRUITMENT FOR CONTRACTUAL POSITIONS UNDER DBT-HRD PROJECT MANAGEMENT
UNIT (PMU) AT REGIONAL CENTRE FOR BIOTECHNOLOGY, FARIDABAD

Regional Centre for Biotechnology (RCB) is an institution of national importance and statutory body established by the Department of Biotechnology, Govt. of India with regional and global partnerships synergizing with the programmes of UNESCO as a Category II Centre. 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 Department of Biotechnology (DBT), Government of India has entrusted the Regional Centre for Biotechnology (RCB) for the management of the following key human resource development programmes through DBT-HRD Project Management Unit (DBT HRD PMU):

1. Ramalingaswami Re-entry Fellowship Programme (RRF)
2. Junior Research fellowship Programme (JRF)
3. Post-Graduate Teaching Programme (PG Program)
4. DBT Research Associateship (RA) Program
5. Biotech Industrial Training Program (BITP)
6. DBT – TWAS Fellowship Program (TWAS)
7. DBT Bio-Care Program (Bio-Care)

RCB invites applications (in online mode) from dynamic, result-oriented and dedicated eligible candidates for various contractual positions under the DBT-HRD PMU project:

S. No.	Name of the post & Monthly Emolument	Qualifications & Experience	Job Description	No. of post(s) & age limit
1	Grants Adviser Monthly consolidated emoluments up to Rs. 88,000/- based on the relevant experience of the candidate.	Essential Requirement: Post-Graduate degree in any area of science with minimum 5 years' of experience in coordination and program management in the government, university, research institution, or other organizations of repute. OR Graduate degree in any area of science with minimum 7 years' experience in coordination and program management in the government, university, research institution, or other organization of repute. Must have adequate IT skills and aptitude for financial management.	<ul style="list-style-type: none"> • Providing accurate and effective grants administrative support to the awardees. • Providing advice and support to awardees, project manager, funding agencies and administrative supportstaff. • Maintaining accurate and organized grant records and the timely input of accurate grant related financial data according to defined standards. • Any other task assigned from time to time. 	02 Posts (Tentative) Age Limit: 45 Years

2	<p>Project/Grants Executive</p> <p>Monthly consolidated emoluments up to Rs. 60,000/- per month based on the relevant experience of the candidate.</p>	<p>Essential Requirement:</p> <p>i.) M. Tech/ M. Sc/ B. Tech degree in Biotechnology or any area of Life Sciences with 3 years' relevant experience OR ii) Graduate/Post Graduate degree in any discipline with 5 years' relevant experience.</p> <p>Minimum 3/5 years' experience (as specified respectively for i) and ii) above) in coordination and program management in the government, university, research institution, or other organizations of repute. Must have excellent written and oral communication skills. Well-versed with MS Office and other office communication tools.</p> <p>Desirable: 1-2 years' experience in program coordination and management in a funding agency setup.</p>	<ul style="list-style-type: none"> • Provide administrative support for effective implementation of the programme. • Liaise with beneficiaries for timely submission of documents. • Prepare letters and email communications for the beneficiaries. • Compile and collate program data/ database for submission to funding agency. • Assist in addressing queries and grievances of beneficiaries received via email and telephone. • Make administrative and logistic arrangements for organizing physical/ virtual meetings. • Any other task assigned from time to time. 	<p>05 Post,</p> <p>Age limit: 45 years</p>
3	<p>Systems Analyst</p> <p>Monthly consolidated emoluments up to Rs. 66,000/- based on the relevant experience of the candidate.</p>	<p>Essential Requirement:</p> <p>M. Tech/ MCA / MSc/ B.Tech./ BSc degree in Computer Science/Information Technology.</p> <p>Experience of 2 years with M. Tech/MCA or 3 years with MSc/B.Tech/BSc degree in relevant area.</p>	<ul style="list-style-type: none"> • Providing IT support for managing the online application system. • Monitoring the development and functioning of website portal for various schemes. • Creation of applicant dashboard. • Maintenance of databases. • Installation & maintenance of MIS/ financial package. • Ensuring trouble free online interaction with the awardees and various agencies involved. • Any other task assigned from time to time. 	<p>01 Post,</p> <p>Age limit: 45 years</p>
4	<p>Technical Assistant (IT & Support Services)</p> <p>Monthly consolidated emoluments up to Rs.49,900/- based on the relevant experience of the candidate.</p>	<p>Essential Requirement:</p> <p>Graduate degree in IT/Computer Science.</p> <p>3 years' experience in software and hardware maintenance.</p>	<ul style="list-style-type: none"> • Ensure upkeep and maintenance of the database. • Assistance in Server maintenance and back-up. • Support to the web portal team. • Any other task assigned from time to time. 	<p>01 Post,</p> <p>Age limit: 35 Years</p>

5	<p>Multi-tasking Staff</p> <p>Emoluments up to Rs. 20,000 per month based on the relevant experience of the candidate.</p>	<p>Essential Requirement:</p> <p>Holding Class 10 Certificate.</p>	<ul style="list-style-type: none"> • Photocopying. • Dispatch of official communications. • Assistance in organizing meetings. • Ensure cleanliness of the office space & equipment. • Any other task assigned from time to time. 	<p>02 Post,</p> <p>Age limit: 35 Years</p>
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Interested and eligible candidates may apply online at RCB website www.rcb.res.in with the requisite non-refundable fee of Rs. 200/- **latest by 26.10.2023**. SC/ST/PwD candidates are exempted from payment of fees.

Applications received through any other mode will not be accepted.

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 upto 31.03.2024 (Project duration), which may be extended further subject to extension of the project and satisfactory performance of the incumbent. The duration of the project is likely to be extended further.
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 should 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. Candidates must ensure that he / she fulfils all the eligibility criteria as stipulated in the advertisement. If it is found that he / she does not fulfil the stipulated criteria during the recruitment process, the candidature of the candidate will be cancelled. If the same is noticed after the appointment, the candidate will be terminated following due process.
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 for the selection process. 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 posts.
14. Closing date of Online Application will be the crucial date for determining eligibility with regard to age, essential qualification etc.
15. Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
16. 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.
17. Age relaxation as per GoI norms is available to eligible applicants. In all other cases, if a candidate is otherwise suitable, age/experience relaxation may be granted by the Competent Authority.
18. All results / notifications will be published on RCB website. Therefore, the candidates should visit the RCB website regularly till completion of the recruitment process.
19. Candidates 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.
20. 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.
21. All communications will only be made through email.
22. The decisions of the Competent Authority, RCB will be final and binding in all cases.
23. If any technical issue/difficulty faced by the candidate while filling up the online form, please send email to it@rcb.res.in or call at landline number +91 129-2848816.

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.

(Controller of Administration)
