

BIO-PROCESSING UNIT

(National Agri-Food Biotechnology Institute)

An Autonomous Institute of Department of Biotechnology, Ministry of Science and Technology, Government of India

C-127, Industrial Area, SAS Nagar, Phase 8, Mohali, Punjab, India-160071

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RECRUITMENT OF OFFICERS IN ADMINISTRATION, FINANCE AND ENGINEERING - ON DIRECT SELECTION OR DEPUTATION BASIS

(Advt. No. BPU-2/2011)

The Department of Biotechnology, Government of India has established an agri-food cluster in the "Knowledge City", at Sector-81, SAS Nagar, Mohali, Punjab. The Bio-Processing Unit is an autonomous institute, to be established in form of 'Not-for-Profit' company and will link the innovations and emerging technologies at NABI and other institutes globally, with entrepreneurs in the area of bioprocesses and bio-products. Applications are invited from the candidates of high caliber and potential to generate a transformational institute. They will be taken on direct selection or on deputation basis on the following positions:

1. Post: Senior Manager (Admin & Finance) [PB-4 scale-₹37400-₹67000+GP ₹2900]-One Post
Age Limit: Maximum 50 years (As on 30.04.2011)

Essential Qualification: Post Graduate Degree or MBA in Finance, Human Resource, Personnel Management or Administration from an institute of high repute with throughout first class academic record.

Experience: (i) Officers under the Central or State Government or Autonomous or research organisations holding analogous post on regular basis in the parent cadre or department; OR
(ii) rendered at least two years of service in Grade Pay ₹ 8700 in PB-4 in the scale ₹ 37400-67000 and rest in immediate lower Grade Pay; OR

(iii) 5-years of experience in PB-3 Grade Pay ₹ 7600; OR

(iv) 10-years of relevant experience in supervisory capacity in a reputed government organisation or multinational company in administration, estate, infrastructure, finance, stores or intellectual property sharing.

Desirable: (i) Work experience in scientific research institutes, (ii) Excellent past performance record involving administrative and finance planning in reputed organisations, campus development and liaison with knowledge based R&D industry. (iii) Candidates from scientific institutes and governmental bodies with experience of models of knowledge equity sharing and not-for-profit Company functioning will be preferred.

Job description: Functioning as the senior most administrative officer to help CEO of the institute in setting up the administrative machinery, campus, infrastructure and facilities aimed at working with knowledge-based industry in form of a not-for-profit company.

2. Post: Manager (Administration) [PB-3 scale-₹15600-₹39100+GP ₹7600]-One Post
Age Limit: Maximum 45 years (As on 30.04.2011)

Essential Qualification: Post Graduate Degree or MBA or PG Diploma in Management with specialisation in administration / personnel / Human Resource from a reputed university / institute with throughout first division in academic record

Experience: (i) Officers under the Central or State governments or Union Territories or Universities or Recognised Research Institutes or public sector undertakings or semi-Government, Autonomous or statutory organisations holding analogous post on regular basis in the parent cadre or department on a regular basis; OR

(ii) At least 5-years of service in PB-3 scale ₹15,600-39,100 plus Grade Pay ₹6,600 or equivalent; OR

(iii) 7-years of service, out of which minimum 2-years in Grade Pay ₹6600 and rest of service in immediately lower Grade Pay; OR

(iv) 9-years of experience in supervisory capacity in administration, recruitment, establishment matters, preferably in a government organisation/reputed private sector company.

3. Post: Manager (Finance) [PB-3 scale-₹15600-₹39100+GP ₹7600]-One Post
Age Limit: Maximum 45 years (As on 30.04.2011)

Essential Qualification: Post Graduate Degree OR CA/ICWA/MBA (Finance) OR SAS of IAAS from a recognised university or institute

Experience: (i) Officers under the Central or State governments or Union Territories or Universities or Recognised Research Institutes or public sector undertakings or semi-Government, Autonomous or statutory organisations holding analogous post on regular basis in the parent cadre or department on regular basis; OR

(ii) At least 5-years of service in PB-3 scale ₹15,600-39,100 plus Grade Pay ₹6,600 or equivalent; OR

(iii) 7-years of service, out of which minimum 2-years in Grade Pay ₹6600 and rest of service in immediately lower Grade Pay; OR

(iv) 9-years of experience in supervisory capacity in Finance, preferably in a government organisation / reputed private sector company.

Desirable: Knowledge and experience with government finance rules in research organisations with knowledge-based agri-business development.

4. Post: Unit Engineer (Civil) [PB-3 scale-₹15600-₹39100+GP ₹6600]-One Post
Age Limit: Maximum 35 years (As on 30.04.2011)

Essential Qualification: BE/B.Tech in Civil Engineering with throughout first class academic record and at least 7 years experience in a Government or reputed organisation.

Desirable: Complete experience of planning and execution of at least one major construction project, preferably comprising of a research institute and a residential campus.

Job description: Planning and supervision of civil, electrical, air conditioning and safety aspects in construction of campus and maintenance of research laboratory. Responsibility of tendering quotations, liaise with institutional consultants in finalisation of designs, preparation of tender documents for works and purchases, monitoring, executions, certifying BOQ and payments as per governmental procedures.

Selection Process: The applications will be received against the advertised positions. Suitably constituted Screening Committees will screen the applications on the basis of qualifications, merit, knowledge test, if considered desirable and experience. The applicants identified as sufficiently promising will be examined by suitable Selection Committee at the institute. The successful applicant will be invited to join. If candidates of sufficiently high merit are not available, the positions may not be filled.

General Conditions:

1. The date for determining the age limit / experience / qualification shall be on the last date for receiving applications at NABI. (NOTE: Age limit for candidates to be considered on deputation on foreign service terms is 56 years, as per rules)
2. In addition to the usual pay & allowances as admissible vide 6th Pay Commission in the above scales, other benefits such as Leave Travel Concession, Medical expenses, House Rent Allowance, Transport Allowance, Telephone Expenses etc. are also available as per rules.
3. The Institute encourages creation of knowledge and benefit sharing related to IPR.
4. Candidates will be governed by New Pension Scheme of Central Government effective from 01-01-2004.
5. Appointment will be made initially on contract for a period of 5 years or the age of superannuation at 60 years, whichever being earlier with an initial probation period of one year which may be extended at the discretion of the Competent Authority. Further continuation, will depend on candidate's performance during the initial period of five years. At the time of joining, the candidate will have to withdraw any other applications that he may have filed elsewhere.
6. Application must be completed in all respects and as per the institutional format. In case of employed applicants, the application must be forwarded through proper channel.
7. All applications must be supported by attested copies of certificates, photograph, address including telephone, e-mail, qualifications, experience, status of reservations etc.
8. Mere fulfilment of essential qualifications and experience does not entitle a candidate to be called for interview since the positions are for very demanding level of responsibilities.
9. In case of candidates employed in permanent posts, request for deputation and salary protection will be considered as per government rules and guidelines.
10. Incomplete applications will be summarily rejected.
11. Outstation candidates called for interview will be paid to and from second class railway fare, as per Government rules on presentation of the proof.

The applications should be submitted in the prescribed format available at our website (www.nabi.res.in) or can be obtained by post from "Administrative Officer, National Agri-Food Biotechnology Institute, C-127, Phase VIII, Industrial Area, SAS Nagar, Mohali, Punjab-160071 (India)". Application(s) completed in all respects, in the prescribed form accompanied by attested copies of certificates, testimonials in support of age, educational qualifications, experience etc., along with non-refundable application fee of Rs. 100/- (US\$25 in case of candidates applying from abroad) for general and OBC category candidates (No application fee for Scheduled Caste/Scheduled Tribe candidates/PWDs candidates), by means of DD (issued by State Bank of India only except for the candidates applying from abroad) valid for at least 6 months, drawn in favour of "National Agri-Food Biotechnology Institute, Mohali" payable at Phase-1 Br., Mohali, should be sent to the Executive Director National Agri-Food Biotechnology Institute, C-127, Phase-VIII, Industrial Area, SAS Nagar, Mohali, Punjab-160071 (India) so as to reach latest by 30th April, 2011.

Synopsis-sheet to be submitted by email. In addition to submitting the hard copy of application form, the candidate is also required to fill up his particulars in the synopsis-sheet available on NABI website in EXCEL format only (NOT ON PDF FORMAT), and email to 'bpu_2_adminsynopsis@nabi.res.in' as attachment. This is MOST-URGENT.

Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidate. The decision of NABI in all matters relating to eligibility, acceptance or rejection of application, mode of selection, and conduct of interviews will be final and binding on the candidates. In exceptionally meritorious cases, the eligibility requirement may be relaxed by the competent authority.

To know more about 'National Agri-Food Biotechnology Institute', kindly visit our website 'www.nabi.res.in' or e-mail to 'edoffice-adminbpu@nabi.res.in'. Last date for submission of applications at NABI: April 30, 2011.