



NATIONAL INSTITUTE OF BIOLOGICALS

(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

A-32, Sector-62, Institutional Area, Ph-II, NOIDA - 201 307 U.P.

Phone: 0120-240022/72 Fax: 0120-2403014

The National Institute of Biologicals, an autonomous Institution under the Ministry of Health & Family Welfare, Government of India, is a premier Scientific Organization and a Centre of Excellence to ensure quality of vaccines and biologicals in the country. Applications are invited for the following posts on Deputation/ Direct recruitment basis:

S.N.	Posts	No. of post	Scale of pay	Max. Age limit	SC	ST	OBC	GEN	PWD
1.	Procurement Officer	1 (One)	Rs.15600-39100 + 6600 (G.Pay)	56yrs/40 yrs	Deputation / Direct Rectt.				
2	Stores Assistant	1 (One)	Rs.9300-34800 + 4200 (G.Pay)	35 yrs.	-	-	-	1	-
3	Jr. Engineer (Elect.)	1 (One)	Rs.9300-34800 + 4200 (G.Pay)	35 yrs.	-	-	1	-	-
4	Jr. Hindi Translator	1 (One)	Rs.9300-34800 + 4200 (G.Pay)	30 yrs.	-	-	-	-	VH
5	Computer Operator	1 (One)	Rs.9300-34800 + 4200 (G.Pay)	30 Yrs.	-	-	-	1	-
6	LDC	1 (One)	Rs.5200-20200 + 1900 (G.Pay)	30 yrs.	-	-	1	-	-
7	Lab. Assistant	1 (One)	Rs.5200-20200 + 1900 (G.Pay)	30 Yrs.	-	-	-	1	-

ELIGIBILITY CRITERIA

S.N.1 Procurement Officer : A. Deputation: Essential : Officers of Central/State Govt./Autonomous Bodies/Public Sector Undertaking etc. (i) Holding analogous post on regular basis or, (ii) with 5 years regular service in PB-3 of Rs. 15600-39100 with GP of Rs. 5400, or, (iii) with 8 regular service in PB-2 of Rs.9300-34800 with GP of Rs. 4600 (corresponding to the pre-revised scale of pay of Rs.6500-10500) and possessing the qualifications and experience prescribed for Direct Recruitment.

B. Direct Recruitment : Essential : (i) a Degree in Science (ii) PG diploma in Materials Management or Degree in Bio-Medical Engineering from a recognized University.

Experience : 5 years experience in a supervisory capacity in the Store Department of a large Government / Private Organization with practical experience of handling procurement of indigenous and imported stores and of import clearance and custom clearance procedures, particularly in a Medical/Scientific/Research Organization.

S.N. 2 Stores Assistant: Essential : Graduate, preferably in Science or Commerce. **Experience :** Five years experience in handling stores of a Govt. Deptt./large public sector undertaking etc. Preference will be given to persons who have worked in a Govt. or autonomous organization.

S.N.3 Jr. Engineer (Elect.) : Essential : 3 years Diploma in Electrical Engineering or equivalent from a recognized Institution with not less than 75% marks (60% for SC/ST) **Experience :** 2 years experience after obtaining essential qualification.

S.N. 4 Hindi Translator : This post is reserved for person with disability (Visually Handicapped) Essential: Masters degree of a recognized University in Hindi/English with English/Hindi as a main subject at the degree level. **OR** Masters degree of a recognized University in any subject with Hindi/English as a medium of instruction and English/Hindi as a compulsory subject at the degree level **OR** Bachelor's degree with Hindi and English as main subject or either of the two as medium of examination and other as a main subject plus recognized Diploma/certificate course in Translation from Hindi to English and vice versa. **Experience :** Two years experience of Scientific terminology work in Hindi, or translation work from Hindi to English or vice versa preferably in a scientific organization of GOI.

S.N. 5 Computer Operator : Essential: i) Graduate ii) Diploma/Certificate/ 6 months on the job course in Computer Operations. **Experience :** At least one year practical experience.

S.N. 6 LDC Essential : (i) +2 Or Intermediate or an equivalent examination (ii) Skill test on Computer (iii) Typewriting Speed @ 30 W.P.M. in English **Desirable :** Hindi Typewriting speed 30 WPM.

S.N. 7 Lab Assistant: Essential : i) B.Sc. ii) At least one year practical experience in Medical / Biologicals Laboratory.

General Information :

1. Application giving particulars as per the prescribed format with a passport size photograph on the application at the space indicated with attested copies of certificates should be sent to the Administrative Officer, National Institute of Biologicals (Ministry of Health & Family Welfare), A-32, Sector-62, Institutional Area, Noida, U.P., 201 307. The envelope containing the application form should be superscripted with "Application for the post of _____".
2. The post carries usual allowances as admissible to Central Government Employees of corresponding status.
3. Qualification is relaxable at the discretion of the competent authority in case of candidates who are otherwise well qualified. Experience can also be relaxed at the discretion of the competent authority in case adequate number of applications from candidates with requisite experience is not received.
4. The Institute reserves the right to fill up or not to fill up any or all the posts.
5. Attested copies of all certificates including the caste certificate, if any, as per the prescribed format of Govt. of India, shall be attached with the application.
6. Those employed in Central/State Government / Autonomous Institutes and Central & State Public Sector undertakings should apply through proper channel; otherwise, their applications will not be considered.
7. The prescribed application format is available on NIB website <http://nib.gov.in>
8. The last date for submission of application is **27.06.2011**.

Administrative officer