

क्षेत्रीय जैवप्रौद्योगिकी केन्द्र  
 राष्ट्रीय महत्ता की संस्था, जैवप्रौद्योगिकी विभाग,  
 भारत सरकार द्वारा यूनेस्को के तत्वावधान में स्थापित  
 Regional Centre for Biotechnology  
 An institution of National Importance,  
 Established by the Department of Biotechnology  
 Government of India, under the auspices of UNESCO



7<sup>th</sup> December, 2022

**ADVERTISEMENT NO. RCB/BSU/PMU/01/2022/Rectt./HR**  
**RECRUITMENT FOR VARIOUS CONTRACTUAL POSITIONS**  
**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.

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

**A. Biosafety Support Unit (BSU) - Phase-II**

Project duration: till 18.10.2027

S. No.	Name of the post & Monthly Emolument	Qualifications & Experience	Job Description	No. of post(s) & age limit
1	<b>Chief Scientific Officer</b>  Monthly consolidated emoluments up to Rs. 2,00,000/- based on the relevant experience of the candidate.	<b>Essential Requirement:</b>  Doctoral degree in science or Master's degree in Engineering or Technology from a recognized University or equivalent with 20 years of experience in relevant field  <b>Desirable Experience:</b> Knowledge of regulatory affairs related to biotech research and commercialization.	<ul style="list-style-type: none"> <li>• Will be responsible for the overall management of the project as per its mandate.</li> <li>• Development and formulation of regulatory guidelines for biotechnology research and commercialization.</li> <li>• Assist the RCGM and GEAC for their regulatory functions, for training &amp; capacity building and for communication activities.</li> <li>• Will act as an interface between various agencies including the Govt. and PI.</li> <li>• Development of good management practices, planning and defining scope of activities in a flawless manner.</li> <li>• Conducting Training and Capacity Building activities.</li> <li>• Planning events and related activities thereby ensuring optimum utilization of available resources.</li> <li>• Cost estimation, budget forecasting.</li> </ul>	<b>01 Post</b>  <b>Minimum age:</b> 45 years

			<ul style="list-style-type: none"> <li>Managing administrative and HR issues, scheme funds etc.</li> <li>Monitoring and reporting progress of various activities, schemes.</li> <li>Any other task assigned from time to time by the Executive Director of RCB.</li> </ul>	
2	<p><b>Project Scientist III/ II/ I</b></p> <p><b>Project Scientist III:</b> Monthly emoluments of Rs. 78,000/- + HRA</p> <p><b>Project Scientist II:</b> Monthly emoluments of Rs. 67,000/- + HRA</p> <p><b>Project Scientist I:</b> Monthly emoluments of Rs. 56,000/- + HRA</p>	<p><b>Essential Requirement:</b></p> <p><b>Project Scientist III:</b> Doctoral degree in science or Master's degree in Engineering or Technology from a recognized University or equivalent; and 07 years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities &amp; services.</p> <p><b>Project Scientist II:</b> Doctoral degree in science or Master's degree in Engineering or Technology from a recognized University or equivalent; and 03 years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities &amp; services.</p> <p><b>Project Scientist I:</b> Doctoral degree in science or Master's degree in Engineering or Technology from a recognized University or equivalent.</p> <p><b>Desirable Experience:</b> Working experience in evaluation of biosafety and biosecurity assessment of dossiers for biotech products.</p>	<ul style="list-style-type: none"> <li>Conducting Training and Capacity Building activities.</li> <li>Work closely with CSO for the management of services commonly required for BSU, development of good management practices.</li> <li>Dealing with draft guidelines/technical documents related to regulatory work and coordinate with DBT.</li> <li>Any other task assigned from time to time by the CSO, BSU, RCB.</li> </ul>	<p><b>10 Posts</b></p> <p><b>Age limit:</b> For Project Scientist III: 45 years; For Project Scientist II: 40 years; For Project Scientist I: 35 years</p>
3	<p><b>Senior Project Associate</b></p> <p>Monthly emoluments of Rs. 42,000/- + HRA</p>	<p><b>Essential Requirement:</b> Master's Degree in Natural/ Agricultural Sciences/ MVSc or Bachelor's degree in Engineering or Technology or medicine from a recognized University or equivalent, and</p>	<ul style="list-style-type: none"> <li>Undertake regulatory risk assessment, risk analysis and examine appropriate risk management strategies etc.</li> <li>Scrutiny of applications received for risk assessment, in preparation of report to facilitate decision making by the</li> </ul>	<p><b>01 Post</b></p> <p><b>Age limit:</b> 40 years</p>

		<p>Four (04) years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities &amp; services.</p> <p style="text-align: center;"><b>OR</b></p> <p>Doctoral Degree in Science/ Engineering/ Technology/ Pharma/MD/MS from a recognized University or equivalent.</p>	<p>Competent Bodies, in the development of guidelines and protocols for generating biosafety data to address the challenges raised by the emerging areas of biotechnology etc.</p> <ul style="list-style-type: none"> <li>• Any other task assigned from time to time.</li> </ul>	
4	<p><b>Project Associate II</b></p> <p>(i) Monthly emoluments of Rs. 35,000/- + HRA to scholars who have qualified National Entrance Tests- CSIR UGC NET including lectureship (Assistant Professorship) or GATE or (b) A selection process through National level examinations conducted by Central Govt. departments and their agencies and institutions.</p> <p>(ii) Monthly emoluments of Rs. 28,000/- + HRA for others who do not fall under (i) above.</p>	<p><b>Essential Requirement:</b></p> <p>Master's Degree in Natural/ Agricultural Sciences/ MVSc or Bachelor's Degree in Engineering or Technology or medicine from a recognized University or equivalent;</p> <p>Two (02) years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities &amp; services.</p>	<ul style="list-style-type: none"> <li>• Assist CSO and other scientific staff of the unit in regulatory affairs, validation of protocols.</li> <li>• Communicate with stakeholders and other end users</li> <li>• Drafting documents and correspondence in accordance with specific government standards.</li> <li>• Compile and collate program data/ database for submission to funding agency.</li> <li>• Training and dissemination of biosafety and biosecurity mandates.</li> </ul>	<p><b>02 Posts</b></p> <p><b>Age limit:</b> 35 years</p>
5	<p><b>Project Associate I</b></p> <p>(i) Monthly emoluments of Rs. 31,000/- + HRA to scholars who have qualified National Entrance Tests- CSIR UGC NET including lectureship (Assistant Professorship) or GATE or (b) A selection process through National level examinations conducted by Central Govt. departments and their agencies and institutions.</p> <p>(ii) Monthly emoluments of Rs. 25,000/- + HRA for others who do not fall under (i) above.</p>	<p><b>Essential Requirement:</b></p> <p>Master's Degree in Natural/ Agricultural Sciences/ MVSc or Bachelor's degree in Engineering or Technology or medicine from a recognized University or equivalent.</p>	<ul style="list-style-type: none"> <li>• Provide research support for effective implementation of the project activities.</li> <li>• Liaise with beneficiaries for timely submission of documents.</li> <li>• Any other task assigned from time to time.</li> </ul>	<p><b>02 Posts</b></p> <p><b>Age limit:</b> 35 years</p>

6	<p><b>Executive (Administration, Finance &amp; Services)</b></p> <p>Monthly consolidated emoluments up to Rs. 90,000/- based on the relevant experience of the candidate.</p>	<p><b>Essential Requirement:</b></p> <p>Graduate degree with 5-15 years' experience in office administration and finance, understanding of HR and finance rules of the GOI is desirable. The degree or its equivalent must be from a recognized University.</p>	<ul style="list-style-type: none"> <li>• Assist in human resource management.</li> <li>• Manage project accounts and resources.</li> <li>• Carry out administrative &amp; financial management tasks related to the project</li> <li>• Any other task assigned from time to time</li> </ul>	<p><b>01 Post</b></p> <p><b>Age limit:</b> 40 years</p>
7	<p><b>Website Administrator</b></p> <p>Monthly consolidated emoluments up to Rs. 80,000/- based on the relevant experience of the candidate.</p>	<p><b>Essential Requirement:</b></p> <p>BTech or MCA from a recognized University or equivalent with 3-7 years' experience in website management and development. Desirable:</p> <ul style="list-style-type: none"> <li>• Technical expertise in PHP, MySQL, HTML5, CSS3, JavaScript, SQL, LAMP and API.</li> </ul>	<ul style="list-style-type: none"> <li>• Updation of IBKP portal.</li> <li>• Designing, Modification, Creation and Maintenance of existing web based applications.</li> <li>• Any other task assigned from time to time.</li> </ul>	<p><b>01 Post</b></p> <p><b>Age limit:</b> 40 Years</p>
8	<p><b>Executive (IPR)</b></p> <p>Monthly consolidated emoluments up to Rs. 70,000/- based on the relevant experience of the candidate.</p>	<p><b>Essential Requirement:</b></p> <p>LLB with specialization in Intellectual Property Law from a recognized University or equivalent with 3-5 years' experience in dealing with trademarks, patents, GIs and copyrights.</p>	<ul style="list-style-type: none"> <li>• Advising on all aspects of IP related to the project activities.</li> <li>• Maintaining licensing and commercialization agreements.</li> <li>• Drafting IP assignments and licenses.</li> <li>• Working with external IP attorneys.</li> <li>• Any other task assigned from time to time.</li> </ul>	<p><b>01 Post</b></p> <p><b>Age limit:</b> 35 years</p>
9	<p><b>Executive (Legal)</b></p> <p>Monthly consolidated emoluments up to Rs. 70,000/- based on the relevant experience of the candidate.</p>	<p><b>Essential Requirement:</b></p> <p>LLB from a recognized University or equivalent with 3-5 years' experience in handling of diverse legal work with mastery over drafting and vetting of contracts and compliance</p>	<ul style="list-style-type: none"> <li>• Provide legal support and advice to management on relevant legal issues.</li> <li>• Ensuring compliance with the internal controls, statutory regulations and other formalities.</li> <li>• Drafting legal documents such as contracts, statements, agreements etc.</li> <li>• Executing procedures for protecting patents, trademarks, and industrial designs.</li> <li>• Handling litigation matters.</li> <li>• Communicating and negotiating with external parties (e.g. regulators / local authorities, external counsel, etc.) and adherence to deadlines in relation to these relationships.</li> <li>• Any other task assigned from time to time.</li> </ul>	<p><b>01 Post</b></p> <p><b>Age limit:</b> 35 years</p>

## B. DBT-HRD Project Management Unit (PMU)

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. DBT Junior Research Fellowship (JRF) Program
2. DBT PG Teaching Program
3. DBT Ramalingaswami Re-entry Fellowship (RRF) Program
4. DBT RA
5. DBT- TWAS and BITP

Project duration: till 31.03.2023 (likely to be extended).

S. No.	Name of the post & Monthly Emolument	Qualifications & Experience	Job Description	No. of post(s) & age limit
1	<b>Grants Adviser</b>  Monthly consolidated emoluments up to Rs. 88,000 based on the relevant experience of the candidate.	<b>Essential Requirement:</b>  First class Post-Graduate degree in any area of science. Experience of a minimum of 5 years' of coordination and program management in the government, university, research institution, or other organizations of repute.  Must have adequate IT skills and aptitude for financial management.  <b>Desirable:</b> Degree in any area of Life Science or a Management degree.	<ul style="list-style-type: none"><li>• Providing accurate and effective grants administrative support to the awardees.</li><li>• Providing advice and support to awardees, project manager, funding agencies and administrative support staff.</li><li>• Maintaining accurate and organized grant records and the timely input of accurate grant related financial data according to defined standards.</li><li>• Any other task assigned from time to time.</li></ul>	<b>02 Posts</b>  <b>Age Limit:</b> 45 Years
2	<b>Systems Analyst</b>  Monthly consolidated emoluments up to Rs. 66,000 based on the relevant experience of the candidate.	<b>Essential Requirement:</b>  M. Tech/ MCA / MSc/ B. Tech. / BSc degree in Computer Science/ Information Technology.  Experience of 2 years with M. Tech/ MCA or 3 years with MSc/ B. Tech/ BSc degree in relevant area.	<ul style="list-style-type: none"><li>• Providing IT support for managing the online application system.</li><li>• Monitoring the development and functioning of website portal for various schemes.</li><li>• Creation of applicant dashboard.</li><li>• Maintenance of databases.</li><li>• Installation &amp; maintenance of MIS/ financial package.</li><li>• Ensuring trouble free online interaction with the awardees and various agencies involved.</li><li>• Any other task assigned from time to time.</li></ul>	<b>01 Post,</b> Age limit: 45 years
3	<b>Accounts Assistant</b>  Monthly consolidated emoluments up to Rs. 33,000 based on the relevant experience of the candidate.	<b>Essential Requirement:</b>  B.Com/BBA degree with 3 years' experience in accounts and finance in a reputed organization.  Must have adequate IT skills.	<ul style="list-style-type: none"><li>• Entry of budget and expenditure details in the Accounting software.</li><li>• Preparing the expenditure statement.</li></ul>	<b>01 Post,</b> Age limit: 35 Years

			<ul style="list-style-type: none"> <li>• Processing the claims/ bills/ vouchers.</li> <li>• Any other task assigned from time to time.</li> </ul>	
4	<p><b>Technical Assistant (IT &amp; Support Services)</b></p> <p>Monthly consolidated emoluments up to Rs. 33,000 based on the relevant experience of the candidate.</p>	<p><b>Essential Requirement:</b></p> <p>Graduate degree in any discipline with min. 1- year diploma in IT/Computers.</p> <p>2 years' experience in relevant area.</p>	<ul style="list-style-type: none"> <li>• Ensure upkeep and maintenance of the database.</li> <li>• Assistance in Server maintenance and back-up.</li> <li>• Support to the web portal team.</li> <li>• Any other task assigned from time to time.</li> </ul>	<p><b>01 Post,</b> Age limit: 35 Years</p>

Interested candidates may apply online with the requisite non-refundable fee of Rs. 1,000/- **latest by 23.12.2022** (SC/ST/PH/Women candidates are exempted from payment of fees) through RCB website [www.rcb.res.in](http://www.rcb.res.in)

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 tenure of appointment shall be till the sanctioned duration of the project or one year, whichever is earlier. Positions are subject to periodic evaluation of the performance of incumbent. Appointment may be renewed for another term, if performance is found to be satisfactory. If, on such evaluation the performance is not found to be satisfactory, the contract will be terminated with one-month advance notice.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No- Objection Certificate' at the time of selection process.
8. Outstation SC/ST candidates, if called for interview will be paid to & fro second-class railway fare, as per GOI rules on production of the proof of the same.
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. 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. The decision of the Centre in this regard will be final. No interim inquiries in this regard will be entertained.
12. The candidates should submit separate application for separate posts.
13. 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.
14. 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.
15. 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.
16. 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.
17. The decisions of the Competent Authority, RCB will be final and binding in all cases.

**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.

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**Sd/-**  
**(Controller of Administration)**