

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



19th September, 2022

Advertisement No. RCB/02/2022/Recruitment/HR

RECRUITMENT FOR ADMINISTRATIVE POSITION

Regional Centre for Biotechnology (RCB), is an Institution of national importance established by the Department of Biotechnology, Govt. of India, with regional and global partnerships synergizing with the programmes of UNESCO. 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 Centre invites online applications from suitably qualified, dynamic, result-oriented and dedicated Indian candidates for the following post:

S. No.	Name of the Post, Pay Level & Mode of Recruitment	Qualifications & Experience	Job Description	No. of post & age limit
1.	Registrar Pay Level – 13 (Rs.123100-215900) (Pre-revised 37400-67000, Grade Pay 8700) Deputation/Contract basis for a period of three years (may be extended further) or until return of previous incumbent from Deputation, whichever is earlier.	<u>Deputation/Contract:</u> Officers from the Central /State Governments / Universities / R&D Institutions, or PSUs, holding analogous post, or with at least 5 years' service in posts with Pay Level-12 or its equivalent possessing educational qualification and experience as below: a) A post-graduate degree in any discipline. b) Minimum 15 years' experience in academic administration in a university or an educational institutional imparting tertiary education. c) The candidate must have strong oral and written communication skills. d) Must have knowledge of modern digital methods of academic management.	(1) The Registrar shall be an ex-officio Member-Secretary of the Board of Studies. (2) The Registrar shall be the custodian of the academic records and such other property of the Regional Centre as the Executive Director shall commit to his charge. (3) The Registrar shall issue all notices convening meeting of the Board of Studies and of all Committees of the Regional Centre for the academic matters as appointed by Executive Director. (4) The Registrar shall maintain records of all the meetings of the Board of Studies, and of any Committees of the Regional Centre for academic matters appointed by the Executive Director. (5) The Registrar shall represent the Regional Centre in suits or proceedings relating to the academic functions by or against the Regional Centre. (6) The Registrar shall oversee student activities including but not limited to admission, examinations, fellowship, fees, graduation, travel, accommodation, and grievance redressal in the Regional Centre. (7) The Registrar shall oversee the administration of the academic activities of Post-Doctoral Fellows and Young Investigators at the Regional Centre. (8) The Registrar shall perform such other duties as may be specified in the Ordinances, or the regulations, or as may be required from time to time by the Executive Director.	One Post Age Limit: 56 years

TERMS AND CONDITIONS

1. The pay and allowances etc. are presently admissible as per the recommendations of 7th Pay Commission of the Govt. of India. Other benefits include NPS, Medical reimbursement, LTC, etc. as per rules of the Centre.
2. The experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
3. All educational, professional and technical qualifications should be from a recognized Board/ University.
4. After submission of online application, the candidates employed in Central/State Govt./Autonomous Institution/ or Public Sector Undertaking etc. should apply through proper channel. The candidates who have not forwarded their application through proper channel shall not be permitted to appear in the selection process.
5. Outstation SC/ST candidates called for selection process will be paid to & fro second class railway fare, as per GOI rules on production of the proof of the same.
6. 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.
7. Application fee cannot be refunded under any circumstances. However, refund of unsuccessful or duplicate transactions may be claimed upto 1 month from the last date of submission of applications, after that no request will be entertained.
8. In case of any deviation in the contents of the advertisement (if noted at a later date), the terms mentioned in the RCB Recruitment Rules will be deemed as final.

Deputation (including Contract):

9. Terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.
10. The officers selected for appointment on deputation may either retain their pay level applicable to them plus deputation allowance and other allowances as admissible in their parent cadre, or draw their pay in the appropriate pay level indicated against the post as per Govt. norms.
11. Candidate appointed on deputation shall not have any claim for any promotion/absorption during the period of deputation.
12. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- 13. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Court(s) at Faridabad, Haryana.**

How to Apply?

Interested candidates should fill their applications online with the requisite fee of Rs. 1000/- (SC/ST/PWD/Female candidates are exempted from payment of fees) **latest by 30th October, 2022 (Last date).**

Deputation (including Contract):

The print of successfully submitted online application of the eligible candidate, whose services can be spared immediately on selection, may be forwarded through proper channel along with the certificate from the Forwarding Authority (in proforma given at **Annexure**) to **'The Controller of Administration, Regional Centre for Biotechnology, NCR, Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad, Haryana-121001**, within 30 days from the date of publication of advertisement in the Employment News.

Disclaimer: - Candidate 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. The decisions of the Competent Authority, RCB will be final and binding in all cases.

XXXXX

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

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Annexure

**(Certificate to be Furnished by the Employer/Head of Office/Forwarding Authority
Not Below the Rank of Under Secretary to GoI or equivalent)**

Name of Applicant:

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested Copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him during the last 10 years.

Signature :

Name :

Designation:

Telephone No. :

E-mail ID :

Office Seal :

Date:

Place: