

## NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS

An Autonomous Institution of the Govt. of India, Dept. of Biotechnology

Netaji Subhas Sanatorium (T.B. Hospital), 2nd Floor, P.O.: N.S.S., Kalyani 741251, West Bengal

<http://www.nibmg.ac.in>



### RECRUITMENT OF OFFICERS IN ADMINISTRATION, FINANCE AND ENGINEERING – ON DIRECT SELECTION OR ON DEPUTATION

Advt. No.: NIBMG/RECT/01/13/2011-2012/01

National Institute of Biomedical Genomics (NIBMG) is grounded on the idea that genetics and genomics comprise a powerful body of knowledge and techniques to understand and transform human health and disease. It conducts scientific research and imparts training on genomic sciences, focusing on health and disease issues that are of high relevance to our nation. The Institute invites applications to fill up the following positions on direct selection or on deputation basis.

**1. Post : Senior Manager (Administration & Finance)**

**Scale of Pay: PB-4 scale Rs. 37400 - 67000 + GP Rs. 8700 + Allowances.**

**Total at minimum of scale (approx.) Rs.88273]**

**One post.**

**Age Limit : 55 years(As on 1.5.2011)**

**Essential Qualifications:** Post Graduate Degree or MBA from an institute/University recognized by the U.G.C. with uniformly good academic career.

**Desirable Qualification:** Ph. D. degree in science/management/economics/commerce.

**Experience (Essential):** (i) Officers under the Central or State Government or Autonomous organizations or PSU (central or state) holding analogous post on regular basis in the parent cadre or department, OR (ii) 5 years of experience in PB-3 Grade Pay Rs. 7600 with a total of 15 years of relevant experience in supervisory capacity ( in administration and finance ) in a reputed government/autonomous/PSU/multinational organization in administration, estate, infrastructure, finance and stores, OR

(iii) 7 years of experience in PB-3 with Grade Pay Rs. 6600 with 15 years of relevant experience as mentioned above.

**Experience (Desirable) :** (i) Work experience in scientific research institutes, (ii) Excellent past performance record involving administrative and financial planning in reputed organization, campus development and liaison with knowledge-based R&D Institute/Organization, (iii) Candidates from scientific institutes and governmental bodies with relevant experience will be preferred,

**Job description:** Functioning as the senior-most administrative officer to help the Director of the institute in setting up the administrative machinery, campus, infrastructure and facilities.

The post may be filled up either by deputation or by direct appointment.

## **2. Post: Staff Officer to Director**

**Scale of Pay: PB-3 scale—Rs. 15600 - 39100 + GP Rs. 6600 + Allowances**

**Total at minimum of scale (approx.) Rs.50716]**

**One post.**

**Age limit: 45 years (As on 1.5.2011)**

**Essential Qualifications :** Bachelor's degree with honours in any discipline, with Diploma in Management from any U.G.C. recognized University or Institute, with five years' experience as a full-time secretary to a senior officer who should be equivalent to the post of Joint Secretary or above in any government/autonomous/PSU organization; should have knowledge and experience in handling PCs and with software packages (e.g. Word, Excel, Power Point etc.); should be adept in taking dictation in shorthand and transcribing.

**Desirable Qualifications:** Good communication skills (both verbal and written) in Indian languages and in English; stenography; typing speed of 40 w.p.m.

**Job Description:** Office management, taking dictations in shorthand and transcription, liaising with institutions and agencies, file maintenance, organizing meetings, making travel arrangements, maintaining schedules of Director and other senior staff, etc.

## **3. Post: Institute Engineer**

**Scale of Pay: PB-3-scale – Rs. 15600 - 39100 + GP Rs. 6600 + Allowances.**

**Total minimum of scale (approx.) Rs.50716]**

**One post.**

**Age limit: 50 years (As on 1.5.2011)**

**Essential Qualifications:** BE/B.Tech./AMIE in Civil Engineering from a U.G.C. approved university/institute with a first class and at least 7 years' experience in a government/autonomous/PSU/multinational organization and presently holding overall charge.

**Desirable Qualification:** (i) Officers under the Central or State Government or autonomous organizations holding analogous post on regular basis in the parent cadre or department, OR



ii) 5 years of experience in PB-2 + Grade pay Rs. 4600 with a total of 7 years of relevant experience in supervisory capacity in a reputed government organization or multinational company engaged in engineering works.

**Job Description :** To work as head of the Engineering and maintenance division of the institute, planning and supervision of civil, electrical, air conditioning and safety aspects in construction and maintenance of campus and research laboratories. Responsibility of tendering quotations, liaise with the Institute's consultants in finalization of designs, preparation of tender documents for works and purchases, monitoring, execution, certifying BOQ and payments as per governmental procedures.

#### **4. Post: Instrumentation Engineer**

**Scale of Pay: PB-3-scale – Rs. 15600 -39100 + GP Rs.6600 + Allowances.**

**Total at minimum of scale (approx.) Rs. 50716]**

**One post**

**Age limit: 45 years (As on 1.5.2011)**

**Essential Qualifications:** BE/B.Tech./AMIE in Electrical Engineering from a U.G.C. approved university/institute with a first class and with 7 years' experience in maintenance of analytical/scientific/process control instruments in a government/autonomous/PSU/multinational organization.

**Job Description:** Supervision and maintenance of all electrical equipment of the Institute, including technical instruments and laboratory equipment; Detection of electrical faults and execution of minor electrical repairs; Oversee and assist in installation of instruments, Arrange for repair/annual maintenance through outsourced AMC, etc.

#### **5. Post: Assistant Engineer**

**Scale of Pay: PB-2-scale- Rs. 9300 – 34800 + GP Rs. 4600 + Allowances**

**Total minimum of scale (approx.) Rs. 33439]**

**One post**

**Age Limit: 45 years (As on 1.5.2011)**

**Essential Qualifications:** B.E in Civil/Electrical Engineering or AMIE in Civil/Electrical Engineering with 4 years' experience in a government/autonomous/PSU/multinational organization as in-charge of construction maintenance and development of infrastructure

**Desirable Qualification:** Four years' experience as Assistant Engineer or 8 years' as Junior Engineer or equivalent post in Government offices/PSUs/Autonomous Bodies

**Job Description :** All work related to construction and maintenance, including obtaining of quotes, evaluation of quotes, planning and designing of construction, monitoring of work-execution, certifying payments to contractors, etc.

**Selection Process:** After receipt of the applications against the advertised positions, a Screening Committee will screen the applications on the basis of qualifications, merit, and experience and knowledge test, if considered desirable. The applicants identified as sufficiently promising will be interviewed by a Selection Committee. Selected candidates will be invited to join. If candidates of sufficiently high merit are not available for any position, the position may not be filled.



### General Conditions:

1. For deputation on foreign service, age limit for candidates to be considered is 56 years, as per rules.
2. Candidates will be governed by New Pension Scheme of Central Government effective from 01.01.2004.
3. Appointment will be made with an initial probation period of one year which may be extended at the discretion of the Competent Authority. Confirmation of appointment will depend on candidate's performance during the probation period.
4. Applications must be completed in all respects and as per the prescribed format. Incomplete applications or applications not conforming to the prescribed format will be rejected. In the case of employed applicants, applications must be forwarded through proper channel. No-objection certificate from the present employer may be produced at the time of Interview, if the application is not forwarded within time.
5. All applications must be supported by attested copies of certificates, and must include a photograph, postal address, telephone number, e-mail address, etc.
6. The experience requirement specified shall be the experience acquired after obtaining minimum educational qualification required for the post.
7. All Educational, Professional and Technical qualifications should be from a recognized Board/University.
8. Fulfillment of essential qualifications and experience does not automatically entitle a candidate to be called for Interview.
9. In case of candidates employed in permanent posts, request for deputation and protection of salary will be considered as per government rules and guidelines.
10. In case candidates are not found suitable for the post, they can be offered lower posts on the recommendation of the Selection Committee.
11. Outstation candidates called for interview will be paid round-trip second class railway fare as per government rules on presentation of the proof of journey undertaken.

Applications should be submitted in the prescribed format, which is available on the Institute's website ([www.nibmg.ac.in](http://www.nibmg.ac.in)). 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 a non-refundable application fee of Rs 100/- (No application fee is required for Scheduled caste/Scheduled Tribe candidates /Physically Handicapped Candidates) in the form of DD drawn on United Bank of India and payable at Kalyani(West Bengal) in favour of National Institute of Biomedical Genomics, so as to reach the Administrative Officer, National Institute Of Biomedical Genomics, Netaji Subhas Sanatorium (T.B. Hospital), 2<sup>nd</sup> Floor P.O.: N.S.S. Kalyani 741251, West Bengal, by June 14, 2011. (Applications not received within this date will not be considered.)

Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidate. The decision of NIBMG 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 requirements may be relaxed by the competent authority.

To learn more about the Institute, kindly visit our website [www.nibmg.ac.in](http://www.nibmg.ac.in).

Last date of receipt of applications at NIBMG: June 14, 2011.



**PROFORMA FOR APPLICATION**

(Paste a self-attested recent passport size photo on the top right hand side of the page)

1. Post Applied for
2. Name of the Applicant ( In BLOCK letters)
3. Father's /Mother's/Husband's Name
4. Date of birth (DD/MM/YY)
5. Nationality
6. Marital status
7. Category

| GENERAL | SC | ST | OBC | PHYSICALLY HANDICAPPED |
|---------|----|----|-----|------------------------|
|         |    |    |     |                        |

Indicate by tick mark in appropriate box

( In case of SC/ST/OBC/ any other special category, attach certificate from prescribed authorities.)

8. Postal address
9. Permanent address
10. Nearest railway station
11. Present post ( with name and address of the employer)
12. Educational Qualification :

| Exam. passed | Board/University | Year of Passing | Subject | Division | % of marks obtained |
|--------------|------------------|-----------------|---------|----------|---------------------|
|              |                  |                 |         |          |                     |

13. Details of employment, in chronological order :

| Office/Instt./Orgn | Post Held | From | To | Scale of pay and basic pay | Nature of duties |
|--------------------|-----------|------|----|----------------------------|------------------|
|                    |           |      |    |                            |                  |

14. Nature of present employment: Ad hoc/Temporary/Permanent.
15. Professional training undergone, if any, details thereof.
16. Any other relevant information that the applicant may like to furnish

**(Signature of the candidate)**

**Place:**

**Date :**