



## **NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE (NABI)**

(Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

C-127, Industrial Area, Phase VIII, S.A.S. Nagar, Mohali-160 071.(Pb)

Website: [www.nabi.res.in](http://www.nabi.res.in) Tel: 0172-2290145 Fax: 0172-4604888

### **Engagement of Consultants/Senior Consultants (Administration, Infrastructure development and planning) (ADVT. No. NABI/4(10)/2010-Adhoc)**

#### **Scope of work:**

1. To gather, enrich, frame and finalize technical requirements for designing and development of NABI and Center for Agri-Food Bioprocessing (CAB) campuses (three months).
2. To co-ordinate amongst scientists, administration, architects, local administration, advisors, PMC and contractors as per guidelines of the Building Committee, and develop milestones for the planned and on going works (six months).
3. To co-ordinate amongst various stake-holders to harmonise milestone-bound progress of various activities from land preparation to the development of research laboratories, processing plants and residential campus (six months to three years).
4. Prepare and collate quality documents related to infrastructure development and maintenance, research planning, monitoring and evaluation; reporting and approvals (one to two years).

#### **Terms of Reference**

1. Prepare a three years action plan for establishment of the campus for NABI and CAB.
2. To ensure execution of the work plan as per governmental and institutional guidelines and submit reports to ED, NABI every six months, while reporting to him on day to day basis.
3. To work at NABI preferably on full time basis as per duties assigned, institutional expectations and governmental norms.
4. Shall coordinate among institutional functionaries and contractors for execution of works, finalisation of technical details of infrastructure and planning for laboratory in biological and chemical sciences and interactions with industry.
4. The appointment will be purely on contractual terms, initially for a period of one year, extendable depending upon the performance and requirements of NABI and/or CAB.
5. For severance of relationship by either of the parties, a one months' notice shall be required to be served by the party opting to sever the relationship.

#### **Eligibility**

I.

A. Administration:

At least ten years of experience in the following areas, in nationally reputed government or private organisations:-

(a) administration, management and liaison, or;

(b) expert in company establishment, legal matters & S&T business development.

B. Infrastructure Development & Planning:

(a) At least ten years of experience as senior architect/engineer (Civil/Electrical) as in-charge of major

Campus development/construction project, preferably in government S&T organisations.

II. Should have reached the salary level equivalent to PB-4 in governmental or non-governmental sector.

### **Emoluments**

Consolidated package of Rs.35,000 to Rs.70,000 per month plus perks (medical, telephone, transport) depending upon merit, experience, backup support, man days to be spent and government guidelines. Initial appointment is for a period of one year renewable on the basis of performance and institutional need.

### **Selection Procedure**

Applicants will be shortlisted on the basis of details provided in the application. They will be invited for personal discussion with a Selection Committee. The decision on package and selection will be based on past experience and suitability for steering the responsibility involved in the assignment.

CV may be submitted as per the following proforma. Soft copy of CV can also be mailed to [consul.infra@nabi.res.in](mailto:consul.infra@nabi.res.in). Candidates who have sent in their resumes/CV in response to the previous advertisement need not apply again.

### **Last Date for submission of Application**

**LAST DATE FOR SUBMISSION OF DETAILED CV IS November 15, 2011.**

Administrative Officer