



National Agri-Food Biotechnology Institute

(Department of Biotechnology, Ministry of Science and Technology)

C-127, Industrial Area, S A S Nagar, Phase 8, Mohali, Punjab, India-160071

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TECHNICAL AND ADMINISTRATIVE POSITIONS ON DIRECT SELECTION OR DEPUTATION BASIS

(Advt. No. 7/2011)

National Agri-Food Biotechnology Institute (NABI), Mohali, is an autonomous R&D Institute under Government of India, Department of Biotechnology. The Institute has been allotted 35 acres of land in Knowledge City, Sector-81, Mohali, but as an interim-facility, NABI is functioning at Plot No.C-127, Industrial Area, Phase-8, Mohali-160071. The institute is mandated to strengthen research at the interface of agriculture biotechnology, food processing and nutritional sciences. Applications are invited from individuals with enthusiasm to develop an organisation with world class environment with culture and ability to facilitate research programmes with efficiency and function in partnership with public and private sector.

NABI needs officers and staff of high calibre and potential to generate a transformational institute for the following positions:

Sr. No.	Name of Post	Age Limit	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria	No. of Posts
1.	Manager Administration ¹	40*	PB3(₹ 15,600-₹ 39,100) + GP ₹ 7600/- + allowances. Total at minimum of scale (approx.) ₹55076.	Essential Qualifications: A distinguished academic record with atleast a graduate degree from an institute/Univ of repute, with minimum 10 years experience in Admin, Estate, procurement and related areas in a responsible capacity out of which atleast 4 yrs should be in the immediately lower Grade Pay ¹ or equivalent in an organisation of repute. Desirable: Knowledge of modern management practises, computer applications/MIS, MBA/PGDPM, IPR and technology transfer. Candidates having worked in government organisations, scientific research institutes,	One (UR)

Sr. No.	Name of Post	Age Limit	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria	No. of Posts
				teaching institutes and persons with proven leadership qualities will be preferred.	
2.	Institute Engineer	35*years	PB3(₹ 15600-₹ 39100) + GP ₹ 6600/- + allowances. Total at minimum of scale (approx.) ₹47651	<p>Essential Qualifications: M.Tech with 5 years Experience/AMIE or graduate degree in Civil Engineering with 7 years experience/3 years Diploma in Engineering with 12 years experience.</p> <p>Desirable: Experience as Executive Engineer or equivalent post in CPWD/MES/ other engineering departments in Government/PSU/ autonomous bodies related to Campus infrastructure planning and maintenance.</p>	One (UR)
3.	Library-cum-Informatics Officer	35 years*	PB3(₹ 15600-₹ 39100) + GP ₹ 6600/- + allowances. Total at minimum of scale (approx.) ₹47651	<p>Essential Qualifications: First Class M.Tech or its equivalent from a recognised University/Institute in Computers/Electronics/ Information Technology Science with four years relevant experience in a Database Development, Programming and Management, software development in a University/Institution/ Research Organisation OR First Class B.Tech/BE/MCA/M.Sc or its equivalent from a recognised University/Institute in Computers/Electronics/ Information Technology Science with seven years relevant experience in a Database Development, Programming and Management, software</p>	One(UR)

Sr. No.	Name of Post	Age Limit	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria	No. of Posts
				development in an University/Institution/ Research Organisation. Desirable: RED HAT certification, DBA certification, skills in database development, management and programming. Candidates should be skilled in the development and useage of advanced database management softwares and ERP. Excellent communication skills in English and Hindi. Experience of managing a computerised library in a research organisation of repute.	
4.	Assistant Engineer (Electrical) and (Civil)	30 years	PB2 (₹9300 - ₹34800) + GP ₹4600 + allowances. Total at minimum of scale (approx.) ₹31,773	Essential Qualifications: Degree in Engineering with 2 years experience or AMIE/ Diploma in engineering with 6 years experience. Desirable: Experience as Assistant Engineer or equivalent post in CPWD/MES/ other engineering departments in Government/PSU/ autonomous bodies related to Campus infrastructure planning and maintenance.	Two (UR) (One Civil & One Electrical)
5.	Management Assistants (Administration, Stores, Public Relations)	30 years	PB2 (₹9300 - ₹34800) + GP ₹4200 + allowances. Total at minimum of scale (approx.) ₹25,294	Essential Qualifications: Graduate/PG Degree/PG Diploma in For Admin: Personal Management; For Stores: Material Management. For Public Relations: Communication or Public Relation; from an Institute/University of repute. Desirable: a) For Administration: MBA (HR). For Stores: MBA (Material	Three (One post reserved for OBC candidate)

Sr. No.	Name of Post	Age Limit	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria	No. of Posts
				Management). For Public Relations: MBA or b) 2 years experience in Management/ administration/ Public Relations and knowledge of modern management practices, Computer application and Management Information Systems.	
6.	Library Assistant	28 years	PB1(₹ 5,200-₹ 20,200) + GP ₹ 2800/- + allowances. Total at minimum of scale (approx.) ₹20853	Essential Qualifications: Bachelor Degree in Library Science/Information Science/IT/Documentation or its equivalent grade from any recognised University/Institute. Desirable Qualifications: 2 years experience in Library/informatics works in any Library of a reputed Research Organisation with excellent communication skills in Hindi & English.	Two (One UR and one OBC)
7.	Computer Operator	28 years	PB1(₹ 5,200-₹ 20,200) + GP ₹ 2800/- + allowances. Total at minimum of scale (approx.) ₹20853	Essential Qualification: Graduate degree in computers/electronics/IT or its equivalent from a recognised university/ institute. Desirable Qualifications: One year experience in maintenance of IT and computer applications in an organisation of repute.	One (UR)

* For deputation on Foreign Service, the age limit is 56 years

¹ Depending upon the suitability of candidates the posts can be filled up at the level of Administrative Officer (PB3 + GP 6600) or Assistant Administrative Officer (PB3+ GP 5400). In service candidates can also apply for deputation to the above Grade Pay subject to their fulfilling the requisite experience requirement.

General Conditions:

1. Depending upon merit and experience, advance increments can be given at the discretion of Selection Committee to a candidate with potential in the management of knowledge environment and networking with corporate sector and other organizations. Other allowances will apply as per Central Govt. Rules. Candidates working in Government Ministries/ Departments/Organisations/PSUs/Autonomous Bodies/Universities/Research Organisations should apply through proper channel along with ACRs and Vigilance / Cadre Clearance for consideration.
2. Appointment will be on direct selection or on standard deputation terms and conditions as issued by DOPT from time to time as the case maybe.
3. The maximum age shall be determined as on the last date of receipt of applications i.e 30/11/11 and is relaxable for SC/ST (5-years)/OBC (3-years)/PH/Ex-servicemen and certain other categories as per GOI instructions. Attested copy of Caste/Tribe/Class certificate issued by designated authority as prescribed by Govt. of India should be enclosed with the application.
4. Candidates will be governed by New Pension Scheme of Central Government effective from 01-01-2004.
5. Appointment will be made initially on contract in project mode for a period of 5 years with an initial probation period of one year which may be extended at the discretion of the Competent Authority. Further continuation, if any will depend on candidate's performance during the initial period of five years.
6. Candidates may choose to apply for more than one post by submitting separate applications for each position. Depending upon suitability of the candidate, a higher or lower post may be offered by the Selection Committee.
7. In case of candidates employed in permanent posts, request for deputation and salary protection may be considered.
8. In case a large number of applications are received, screening will be done to limit the number of candidates to those possessing higher qualification or experience and, if required, a written examination may additionally be conducted for further screening.
9. Outstation candidates called for interview will be paid to and fro second class railway fare, as per Government rules on presentation of the proof.
10. Only Indian Citizens are eligible to apply for the above posts.

How to Apply: The application should be submitted in the prescribed format available at our website (www.nabi.res.in) or can be obtained by post from "Administrative Officer, National Agri- Food Biotechnology Institute, C-127, Phase VIII, Industrial Area, SAS Nagar, Mohali, Punjab-160071 (India)" by sending self addressed envelope with requisite postage. Application 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 non-refundable application fee of Rs.100/- for general and OBC category candidates (**NO application fee for Scheduled Caste/Scheduled Tribe/PWD candidates**), by means of Demand Draft (issued by State Bank of India only) valid for at least 6 months, drawn in favour of "National Agri-Food Biotechnology Institute, Mohali" payable at Phase-1Br., Mohali, should be sent to the Administrative Officer, National Agri-Food Biotechnology Institute, C-127, Phase-VIII, Industrial Area, SAS Nagar, Mohali, Punjab-160071 (India) super-scribing '**APPLICATION FOR THE POST OF _____**' on the envelope, so as to **reach on or before November 30th, 2011.**

Synopsis-sheet to be submitted by email: In addition to submitting the hard copy of application form, the candidate is also required to fill up his particulars in the synopsis-sheet available on NABI website in MS-WORD or EXCEL format (NOT ON PDF FORMAT), and email to synopsis07@nabi.res.in as attachment with the name of the post applied for as the SUBJECT LINE. This is essential and failure to submit the synopsis sheet or with the wrong subject line may result in rejection of the application.

Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidate. NABI reserves right to relax the eligibility requirements depending upon merit of the candidate. The decision of NABI in all matters relating to eligibility, acceptance or rejection of application, mode of selection, and conduct of interviews shall be final and binding on the candidates. Incomplete applications or those without the prescribed fee or not in proper format will be summarily rejected.

Administrative Officer