



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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ADMINISTRATIVE & TECHNICAL POSITIONS ON DIRECT SELECTION BASIS

[Advt. No. NABI/01/2013/A&T]

National Agri-Food Biotechnology Institute (NABI), Mohali, is an autonomous R&D Institute under Government of India, Department of Biotechnology. The institutional campus is being established on 35 acres of land in Knowledge City, Sector-81, Mohali. Currently it is functioning from an interim-facility, at Plot No.C-127, Industrial Area, Phase-8, Mohali-160071. The institute is mandated to strengthen research at the interface of agricultural biotechnology, food processing and nutritional sciences. Applications are invited from individuals with enthusiasm to develop an organisation with world class environment, the best of science, and partnerships with public and private sectors.

NABI needs staff of high calibre and potential for the following positions: -

SrNo	Name of Post & Job requirements	Age Limit	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria
1.	<p><u>Manager (Administration)</u> (01 Post)</p> <p><u>Job Description:</u> Functioning as a Senior Administrative functionary to help Executive Director and/or other senior functionaries of the institute in setting up the administrative machinery, campus, infrastructure and facilities, and developing models for working with knowledge-based industry. The incumbent will be expected to handle various legal and miscellaneous matters as related to the establishment of the Institute campus.</p>	50 Years	PB-3 (₹15600 ₹39100) + GP ₹7600/- + allowances. Total at minimum of scale (approx.) Rs. 57,365	<p><u>Essential Qualifications:</u></p> <p>Officers under the Central or State governments or Union Territories or Universities or Recognised Research Institutes or public sector undertakings or semi Government, Autonomous or statutory organisations having PG Degree in Arts/Commerce/ Science/Engineering or a graduate degree with LLB/MBA/PGDPM, holding analogous post on regular basis in the parent cadre or department on a regular basis; OR (ii) At least 4-years of service in PB-3 scale ₹15,600-39,100 plus Grade Pay ₹6,600 or equivalent; OR (iii) 7-years of service, out of which minimum 2-years in Grade Pay ₹6600 and rest of service in immediately lower Grade Pay; /OR (iv) 10-years of experience in</p>

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				supervisory capacity in administration, recruitment, establishment matters, in a reputed organisation.
2.	<p><u>Manager Business Development (01 Post)</u></p> <p><u>Job Description:</u> To catalyse, facilitate and examine technical aspects of developing partnerships with other research institute and industry. To organise partnership meetings and develop knowledge driven business plans based on plant and food research.</p>	50 years	PB-3 (₹15600 ₹39100) + GP ₹7600/- + allowances. Total at minimum of scale (approx.) Rs. 57,365	<p><u>Essential Qualifications:</u> M.Sc/B.Tech with MBA in biological sciences or agri-business from a reputed management institute with 5 years' experience.</p> <p><u>Desirable</u> Experience in industry dealing with knowledge driven agri-food co-products, seeds ,food and nutrition for organising partnership meetings, developing business plans, preparing DPR, product development, intellectual property rights ,process and technology costing, benefit sharing, drafting, MOUs, Legal Agreements etc.</p>
3	<p><u>Manager (Finance) (01 Post)</u></p> <p><u>Job Description:</u> Functioning as a Senior Finance functionary to help Executive Director and/or other senior functionaries of the institute in financial management, putting adequate and necessary systems in place for expenditure management.</p>	50 Years	PB-3 (₹15600 ₹39100) + GP ₹7600/- + allowances. Total at minimum of scale (approx.) Rs. 57,365	<p><u>Essential Qualifications:</u></p> <p>Officers under the Central or State governments or Union Territories or Universities or Recognised Research Institutes or public sector undertakings or semi Government, Autonomous or statutory organisations having PG Degree in Arts/Commerce/ Science/Engineering or CA/ ICWA/MBA (Finance) OR SAS of IAAS or Company Secretary from a recognised university or institute, holding analogous post on regular basis in the parent cadre or department on a regular basis; OR (ii) At least 4-years of service in PB-3 scale `15,600-39,100 plus</p>

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				Grade Pay `6,600 or equivalent; OR (iii) 7-years of service, out of which minimum 2-years in Grade Pay `6600 and rest of service in immediately lower Grade Pay; /OR (iv) 10-years of experience in supervisory capacity in Finance in a reputed organisation.
4	<p><u>Manager (IPR/Legal)</u></p> <p><u>Job Description:</u> Responsible for all activities relating to intellectual property rights including but not limited to filing of patents, protecting NABI's IPR, vetting of legal contracts, agreements etc. to be entered into by NABI with specific reference to IPR issues.</p>	50 Years	PB-3 (₹15600 ₹39100) + GP ₹7600/- + allowances. Total at minimum of scale (approx.) Rs. 57,365	<p><u>Essential Qualifications:</u></p> <p>LLM with IPR specialisation with 4 years relevant experience. LLB with IPR specialisation with 5 yrs experience</p>
5	<p><u>Institute Engineer (01 Post)</u></p> <p><u>Job Description:</u> Functioning as a Senior Engineering functionary to help Executive Director and/or other senior functionaries of the institute in setting up and establishment of the main campus and coordinating all engineering functions like construction, repairs, maintenance etc.</p>	40 Years	PB3(₹ 15600 – ₹ 39100) + GP ₹6600/- + allowances. Total at minimum of scale (approx.) ₹49,688/	<p><u>Essential Qualifications:</u></p> <p>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><u>Desirable:</u> 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>

SrNo	Name of Post & Job requirements	Age Limit	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria
6	<p><u>Library-Cum-Informatics Officer</u></p> <p>[01 Post (UR)]</p> <p><u>Job Description:</u> To develop, catalogue, index, search, present, manage and acquire electronic and traditional database and information. To write and edit reports on institution and related matters. To oversee development of new information systems related to data on research products, technologies, patents and fact sheets of interest to the institute. To manage e-library and hard copy of books and documents, on-line database, website, human resource and source with external and internal agencies and individuals as per needs of NABI.</p>	40 Years	<p>PB-3 (₹15600-₹39100) + GP ₹ 6600/- + allowances.</p> <p>Total at minimum of scale (approx.) Rs. 49,688/-</p>	<p><u>Essential Qualifications:</u> M.Tech or its equivalent from a recognised University/Institute in Computers/Information Technology Science with two years relevant experience in Database Development, Programming and Management, software development in a University/Institution/ Research Organisation OR B.Tech/BE/MCA/M.Sc or its equivalent from a recognised University/Institute in Computers/Information Technology Science with three years relevant experience in Database Development, Programming and Management, software management, software development in a University/Institution/Research Organisation.</p> <p><u>DESIRABLE:</u> RED HAT certification, DBA certification, skills in database development, management and programming. Candidates should be skilled in the development and usage 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.</p>
7	<p><u>Senior Technical Officer</u> (01 post – UR)</p> <p><u>Job Description:</u> Assisting faculty in planning and carrying out various R&D activities.</p>	35 years	<p>PB-3 (₹15600-₹39100) + GP ₹ 5400/- + allowances.</p> <p>Total at minimum of scale (approx.) Rs. 43,072/-</p>	<p><u>Essential Qualifications:</u> MVSc or M.Tech or equivalent with one year of relevant experience OR M.Sc/B. Tech/ MBA/M. Pharm or equivalent with three years of relevant experience.</p>

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8	<p><u>System Analyst</u> <u>(01 post – UR)</u></p> <p><u>Job Description:</u> Will be responsible for installing and configuring operating system and middleware/other software onto servers which are part of a cluster/grid, monitoring the status of such resources, taking corrective measures if necessary to ensure maximum uptime and availability and resolving/clarifying queries and issues that users of the system are likely to raise. Will be fully responsible for Management of High Performance Computing facilities, User support (Linux) in an HPC environment, Scientific Applications support, Linux based Systems Administration, High Performance computing.</p>	35 Years	PB-3 (₹15600-₹39100) + GP ₹ 5400/- + allowances. Total at minimum of scale (approx.) Rs. 43,072/-	<p><u>Essential Qualifications:</u> M. Tech in relevant discipline with one year experience Or B. Tech/MCA with three years relevant experience.</p>
9	<p><u>Technical Officer (Database)</u> <u>(01 post – UR)</u></p> <p><u>Job Description:</u> Development and management of scientific and administrative database RDBMS, Development of ERP, Management of Networks).</p>	30 Years	PB2 (₹9300 - ₹34800) + GP ₹4200 + allowances. Total at minimum of scale (approx.) ₹26,295/-	<p><u>Essential Qualifications:</u> MCA/B.Tech in (Electronics/IT/CS) with one year experience/B.Sc (Electronics/IT/CS) or equivalent with 05 years' experience. <u>DESIRABLE:</u> Red Hat certification, CCNA, DBA certification, skills in database development, management and programming.</p>
10.	<p><u>Management Assistant (Stores)</u> <u>(01 Post)</u> <u>(Reserved for OBC)</u></p> <p><u>Job Description:</u> Responsible for maintaining and safe custody of the records pertaining to allotted seat; maintenance of receipt, issue, accounting, proper maintenance of ledgers & reconciliation of ledger balances with the actual balance in the stores for each item and disposal</p>	30 Years	PB2 (₹9300 - ₹34800) + GP ₹4200 + allowances. Total at minimum of scale (approx.) ₹26,295/-	<p><u>Essential:</u> Graduate degree in any discipline from a recognised Institute/University or equivalent <u>Desirable:</u> MBA/PG Diploma in Material Management or Two years of relevant experience and Knowledge of Modern Management practices, Computer application / Management Information systems.</p>

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	of all receipts; responsible to keep records up to date; any work assigned by the ED/AD/Managers and report to the Stores and Purchase Officer.			

Note: Candidates who have already applied for the positions listed from Sr. No. 1 to Sr. No. 3 & Sr. No. 5 as advertised vide advt no. NABI/3(2)/2012-Rectt(2) need not apply again unless there has been a change in their educational qualifications and/or experience over and above the minimum prescribed for the said post.

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 handling the complexities of technical work based on their past experience and desirable traits, and 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.
3. The maximum age shall be determined as on the last date of receipt of applications i.e. 04.03.2013 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. Relaxed standards shall be applicable only in respect of the reserved posts and not against the un-reserved posts.
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. Not applicable for candidates from Govt. Organisations/Departments who have already been confirmed in their previous positions/service.
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 a large number of applications are received, screening will be done to limit the number of candidates to those possessing higher qualification and/or experience and, if required, a written examination may additionally be conducted for further screening.
8. Outstation candidates called for interview will be paid to and fro second class railway fare, as per Government rules on presentation of the proof.
9. 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 04.03.2013.**

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