



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

Web: www.nabi.res.in, Tel: +91-172-2290100, Telefax: +91-172-4604888

ADMINISTRATIVE POSITIONS ON DIRECT SELECTION BASIS OR DEPUTATION

[Advt. No.NABI/02/2013/Rectt.]

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 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)(01 Post) – UR</u></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 also be expected to handle various legal and miscellaneous matters pertaining to the Institute.</p>	50 Years	PB-3 (Rs. 15600 Rs. 39100) + GP Rs. 7600/- + allowances as admissible to the Central Government employees at Mohali.	<p><u>Eligibility:</u></p> <p><u>Educational Qualifications:</u> PG Degree in Arts/Commerce/ Science/Management or B.Tech or a graduate degree with PGDPM or LLB.</p> <p><u>Experience:</u> Officers holding analogous post on regular basis OR at least 4-years of service in PB-3 scale Rs.15,600-39,100 plus Grade Pay Rs.6,600 or equivalent; OR 7-years of service, out of which minimum 2-years in Grade Pay Rs. 6600 and rest of service in immediately lower Grade Pay of Rs. 5400 or equivalent IDA pay scales 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 handling administrative work of Recruitment,</p>

SrNo	Name of Post & Job requirements	Age Limit	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria
				Establishment, Estate Management, Vigilance and General Administration. Desirable: Knowledge of Modern Office Practices, Computer Application and Management Information System.
2	Administration Officer Job Description: Shall be responsible for various administrative duties and responsibilities as may be assigned by Institute from time to time.	40 Years	PB-3 Rs. 15600-39100 + Grade Pay – Rs. 6600 + allowances as admissible to the Central Government employees at Mohali.	Eligibility: Educational Qualifications: PG Degree in Arts/Commerce/Science/ Management/Engineering/ Law. Experience: Officers holding analogous post on regular basis OR 5 years with Grade Pay Rs. 5400/- or 6 years Grade Pay Rs. 4800/- or 8 years in GP 4600/-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 handling administrative work of Recruitment, Establishment, Estate Management, Vigilance and General Administration. Desirable: Knowledge of Modern Office Practices, Computer Application and Management Information System.

General Conditions:

1. Depending upon merit and experience, advance increments can be given on the recommendations of the Selection Committee to a candidate based on their past experience and desirable traits.
2. Candidates working in Government Ministries/Departments/Organisations/PSUs/Autonomous bodies/ Universities/Research Organisations should apply through proper channel along with attested copies of ACRs and Vigilance / Cadre Clearance for consideration.
3. Appointment will be on direct selection.
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 for a period of 5 years with an initial probation period of two years which may be extended at the discretion of the Competent Authority. Further continuation 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. In service candidates fulfilling the eligibility criteria may apply for the appointment on deputation basis sending their application through their cadre controlling authorities with ACRs for the last 5 years and the vigilance clearance. Deputation shall be regulated as per Govt. of India guidelines.
7. 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.
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 and/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) 3 months, drawn after the publication of the advertisement 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 04th June, 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