



# 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](http://www.nabi.res.in), Tel: +91 172 2290100, Telefax: +91 172 4604888

## RECRUITMENT OF ASSOCIATE DIRECTOR (ADMINISTRATION & FINANCE) ON DIRECT SELECTION OR ON DEPUTATION BASIS

(ADVT No.1/2011)

National Agri-Food Biotechnology Institute (NABI), Mohali, is an autonomous R&D Institute under Government of India, Department of Biotechnology, meant 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 execute research programmes with efficiency and function in partnership with public and private sector, for the post of Associate Director (Administration and Finance), as under:

Sr. No.	Name of Post	Age	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria	No. of Posts
I.	Associate Director (Administration & Finance)	50 years*	PB-4 - Rs.37400-67000 + Grade Pay – Rs.10000	<p><b>Qualifications &amp; Experience:</b> Post Graduate in Commerce, Finance or Business Administration with 16 years experience in finance, accounts and administration at a high position involving financial and administrative management and planning in a reputed governmental organization.</p> <p><b>Eligibility Criteria:</b> Officers under the Central or State Government or Autonomous or research organisations holding analogous post on regular basis in the parent cadre or department; OR rendered at least two years of service in PB-4 in the pay scale Rs.37400-67000 plus Grade Pay Rs.8700 or equivalent.</p> <p><b>Job description:</b> To supervise and take full responsibility of managing both administration and finance of a rapidly developing institute. To plan and execute</p>	01

				campus development, fiscal administration, and supervise day-to-day administrative activities. To liaison with industry and outside organizations, problem solving and resource management, monitoring the growth of the institute and ensuring wholesome relationships among administrative and scientific staff.	
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\*For deputation on Foreign Service, the age limit is 56 years.

**NOTE:** In case of non-availability of a suitable candidate, the Committee can consider and recommend candidate for appointment on deputation on foreign service terms in PB-4 – Rs.37400-67000 plus Grade Pay Rs.8900.

**General Conditions:** 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. However advance copy thereof can be submitted directly. Appointment will be on direct selection or on standard deputation terms and conditions as issued by DOPT from time to time.

Upper age limit is indicated as on the last date for receipt of application i.e., 20<sup>th</sup> March, 2011 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.

**How to Apply:** The application should be submitted in the prescribed format available at our website ([www.nabi.res.in](http://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-160 071 (India)”. 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-160 071 (India) **super-scribing ‘APPLICATION FOR THE POST OF ASSOCIATE DIRECTOR (A&F)’** on the envelope, **so as to reach on or before 20<sup>th</sup> March, 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 [synopsis2011@nabi.res.in](mailto:synopsis2011@nabi.res.in) as attachment. This is **MOST-URGENT**.

Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidature. NABI reserves right to relax the eligibility requirements depending upon the other merits. The decision of NABI 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. Incomplete applications will be summarily rejected.

To know more about 'National Agri-Food Biotechnology Institute', kindly visit our website '[www.nabi.res.in](http://www.nabi.res.in)' or e-mail to '[edoffice@nabi.res.in](mailto:edoffice@nabi.res.in)'.

**Administrative Officer**