



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/3(2)/2012-Rectt.(2)]

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: -

Sr N o.	Name of Post & Job requirements	Age Limit	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria
1.	<p><u>Manager (Administration) (01 Post)</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 be expected to handle various legal and miscellaneous matters as related to the establishment of the Institute campus.</p>	40 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 supervisory capacity in administration, recruitment, establishment matters, in a reputed organisation.</p>

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2.	<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>	40 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 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.</p>
3.	<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>	40 years	PB-3 (₹15600 ₹39100) + GP ₹7600/- + allowances. Total at minimum of scale (approx.) Rs. 57,365	<p><u>Essential Qualifications:</u></p> <p>Ist Class 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></p> <p>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>
4.	<p><u>Finance Officer (01 Post)</u></p> <p><u>Job Description:</u> Functioning as the nodal Finance functionary for day to day finance and accounting functions besides assisting Senior Officials for sound financial management.</p>	35 Years	PB-3 – Rs.15600 -39100 + Grade Pay - Rs.6600 + allowances. Total at minimum of scale (approx.) ₹49,688/-	<p><u>Essential Qualification:</u></p> <p>Officers of the Central Government / State Govt. / UT / Autonomous Organisations with Graduate Degree in commerce from a recognised University holding analogous post on regular basis OR with at least 4-years of service in PB-3 Grade Pay Rs.5400 or 06 years in PB-2 Grade Pay Rs.4800 or equivalent with the relevant experience in Finance & Accounts.</p> <p><u>Desirable:</u> Knowledge of modern management practices, computer applications/MIS.</p>

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5.	<u>Institute Engineer (01 Post)</u> <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.	35 years	PB3 (₹ 15600 – ₹ 39100) + GP ₹6600/- + allowances. Total at minimum of scale (approx.) ₹49,688/-	<u>Essential Qualifications:</u> 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. <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.
6.	<u>Library-Cum-Informatics Officer [01 Post (UR)]</u> <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.	35 Years	PB-3 (₹15600- ₹39100) + GP ₹ 6600/- + allowances. Total at minimum of scale (approx.) Rs. 49,688/-	<u>Essential Qualifications:</u> First Class 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 First Class 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. <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.
7.	<u>Technical Officer (Database) (01 Post)</u> <u>Job Description:</u> Development and management of scientific and administrative database RDBMS, Development of ERP, Management of Networks).	30 Years	PB2 (₹3000 - ₹34800) + GP ₹4200 + allowances. Total at minimum of scale (approx.) ₹26,295/-	<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.

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8.	<p>Senior Technical Assistant (STA) (05 posts) (03-UR, 01-SC, 01-OBC) (i) for Analytical Chemistry (02 posts) (ii) Animal Cell Culture (01 post) (iii) Plant tissue culture (01post) (iv) Agronomist/Farm Manager (01 post)</p> <p>Job Description : For Post (i): STA will be responsible for performing mass spectrometry (MALDI-TOF-TOF-MS; Triple TOF-MS; QTRAP-MS), ICP-MS, HPLC, and GC-MS based advanced technological analysis of samples, development and standardization of methodologies for fractionation, separation and identification of bio-molecules will generate data as per requirements of scientists in a timely manner, maintain machines and records. This position requires strong team working skills. All duties and responsibilities will be performed according to laboratory guidelines and procedures. For Post (ii): STA will be responsible primarily for maintaining, culturing, sub-culturing of various cell lines (mammalian etc) with strict adherence to regulatory requirements, will perform cell based assays and staining, ELISAs, nucleic acid and protein extraction, RT-PCR, Western blotting and maintenance of cell culture facility instruments, chemicals, and glassware/lab ware. The selected candidate will take observations and data as required by scientists and will maintain accurate data records. This position requires strong team working skills. All of the duties and responsibilities will be performed according to laboratory guidelines and procedures. For Post (iii): STA will be responsible primarily for performing plant tissue culture and genetic transformation work with strict adherence to regulatory requirements, perform cell based assays and staining, ELISAs, nucleic acid (DNA/RNA) and protein extraction, RT-PCR, Western blotting, work for multidisciplinary scientists, maintain accurate data records. This position requires strong team working skills. All of</p>	30 Years	PB2 (₹3000 - ₹34800) + GP ₹4200 + allowances. Total at minimum of scale (approx.) ₹26,295/-	<p>Essential Qualifications: B.Sc. in relevant discipline with 5 years' experience or B.Tech or MSc in relevant subject from a recognised University with 1 year experience.</p> <p>DESIRABLE: For Post (i): One year of laboratory training focused on advanced instrumental analysis such as (MALDI-TOF-TOF-MS; Triple TOF-MS; QTRAP-MS), ICP-MS, HPLC, GC-MS and related data processing softwares. 1. Knowledge of complex laboratory techniques, laboratory safety and quality assurance to support on-going and future projects. 2. Proficient with statistical and computer productivity softwares (i.e. Word, Excel, etc.). For Post (ii): 1. One year of laboratory training focused on advanced animal cell culture techniques. 2. Experience in working in laminar hoods/bio-safety cabinets and performing molecular biology techniques (RT-PCR, Western blotting, gene silencing etc.). 3. Proficient in handling inverted microscopes, CO2 incubators, cell counters etc. 4. Knowledge of bio-analytical techniques, laboratory safety and quality assurance to support on-going and future projects. 5. Proficiency in statistical and computer productivity softwares (i.e. Word, Excel, etc.). For Post (iii): 1. Research experience in the generation and maintenance of transgenic plant materials under <i>in-vitro</i> and containment conditions 2. Knowledge of Good Laboratory Practices, laboratory Safety and biosafety levels to conduct the r-DNA work involving handling of GMOs up to Risk Group II as per r-DNA guidelines of DBT. 3. Experience in basic molecular biology and protein work related techniques 4. Maintenance and understanding of plant tissue culture, molecular biology and protein work related lab instruments and consumables 5. Basic knowledge of computer such as</p>

Sr N o.	Name of Post & Job requirements	Age Limit	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria
	the duties and responsibilities will be performed according to laboratory guidelines and procedures. For Post (iv): Will be responsible for performing various farm related operations, field experiments and plant breeding with strict adherence to regulatory requirements.			MS Office, Excel, Power-point, internet etc. For Post (iv): 1. Experience in layout of field experiments 2. Research experience in agronomy/soil science 3. Basic knowledge of computer such as Word, Excel, Power-point 4. Experience in crop management, research farm operation, field experiments, and plant breeding.
9.	Library Assistant (01 Post) Job Description: Will be responsible for day to day working of the NABI library and to assist the Library-cum-Informatics Officer and other functionaries as per needs of NABI.	28 Years	PB 1(₹ 5,200- ₹ 20,200) + GP ₹ 2800/- + allowances. Total at minimum of scale (approx.) ₹ 22,336/-	Essential Qualifications: Graduate with Bachelor degree in Library Science/Information Science/IT/Documentation or its equivalent from any recognised University/Institute. DESIRABLE: 2 years' experience in Library/informatics works in any Library of a reputed Research Organisation with excellent communication skills in Hindi & English.

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. 25.07.2012 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. 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 from 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 25.07.2012**. Applications can also be filled online in which case a print out of the acknowledgement page should be mailed to NABI along with the requisite documents as detailed above.

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. 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