



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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RECRUITMENT OF OFFICERS IN ADMINISTRATION & FINANCE ON DIRECT SELECTION OR ON DEPUTATION BASIS

(ADVT No.2/2011)

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-160 071. The institute is 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.

NABI needs officers of high caliber and potential to generate a transformational institute. They will be taken on direct selection or on deputation basis on 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)	45 yrs*	PB-3- Rs.15600-39100 plus Grade Pay – Rs.7600	<p>Essential Qualification: Post Graduate Degree or MBA or PG Diploma in Management from a reputed university / institute with distinguished academic record</p> <p>Experience (i) 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 holding analogous post on regular basis in the parent cadre or department on a regular basis; OR</p> <p>(ii) At least 5-years of service in PB-3 scale Rs.15,600-39,100 plus Grade Pay Rs.6,600 or equivalent; OR</p> <p>(iii) 7-years of service, out of which minimum 2-years in Grade Pay</p>	01

				Rs.6600 and rest of service in immediately lower Grade Pay; OR (iv) 9-years of experience in supervisory capacity in administration, recruitment, establishment matters, preferably in a government organisation/reputed private sector company.	
2.	Manager (Finance)	45 yrs*	PB-3- Rs.15600-39100 plus Grade Pay – Rs.7600	<p>Essential Qualification: Post Graduate Degree OR CA/ ICWA /MBA (Finance) OR SAS of IAAS from a recognised university or institute</p> <p>Experience (i) 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 holding analogous post on regular basis in the parent cadre or department on regular basis; OR</p> <p>(ii) At least 5-years of service in PB-3 scale Rs.15,600-39,100 plus Grade Pay Rs.6,600 or equivalent; OR</p> <p>(iii) 7-years of service, out of which minimum 2-years in Grade Pay Rs.6600 and rest of service in immediately lower Grade Pay; OR</p> <p>(iv) 9-years of experience in supervisory capacity in Finance, preferably in a government organisation/reputed private sector company.</p>	01
3.	Finance Officer	40 yrs*	PB-3- Rs.15600-39100 plus Grade Pay – Rs.6600	<p>Essential Qualification: Graduate Degree OR CA/ ICWA /MBA (Finance) OR SAS of IAAS from a recognised university or institute.</p> <p>Eligibility: (i) 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</p>	01

				<p>(ii) At least 5-years of service in PB-3 scale Rs.15,600-39,100 plus Grade Pay Rs.5,400 or equivalent; OR</p> <p>(iii) 7-years of service, out of which minimum 2-years in Grade Pay Rs.5400 and rest of service in immediately lower Grade Pay; OR</p> <p>(iv) 9-years of experience in supervisory capacity in Finance, preferably in a government organisation/reputed private sector company.</p>	
4.	Private Secretary	30 yrs.*	<p>PB-2- Rs.9300-34800 plus Grade Pay – Rs.4800/5400</p>	<p>Essential Qualification: Graduate with proficiency in shorthand (120 wpm) and typing 50 (wpm). Candidates should be able to handle Computer especially MS Office package, conversant with secretarial practice or passed stenographers' examination conducted by Staff Selection Commission,</p> <p>Eligibility: (i) 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</p> <p>(ii) At least 5-years of service in PB-2 scale Rs.9,300-34,800 plus Grade Pay Rs.4,600 or equivalent; OR</p> <p>(iii) 7-years of service, out of which minimum 2-years in Grade Pay Rs.4,600 and rest of service in immediately lower Grade Pay; OR</p> <p>(iv) 9-years of experience as Private Secretary, preferably in a reputed private sector company.</p> <p>Job Profile: To attend to Stenographic/secretarial work of senior officers, maintenance of records, files, appointments, liaison work, liaison with scientific and administration section, maintenance of performance records of staff,</p>	

				handling confidential documents, preparation of brief of cases put up to Senior Officers, etc.	
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*For deputation on Foreign Service, the age limit is 56 years.

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. 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., 31st 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) 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 _____' on the envelope, so as to reach on or before 31st 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 synopsis_2_2011@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 candidate. 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' OR e-mail to 'edoffice@nabi.res.in'.

Administrative Officer