



**NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE (NABI)**  
 (Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)  
 C-127, Industrial Area, Phase VIII, S.A.S. Nagar, Mohali-160 071.(Pb)  
 Website: [www.nabi.res.in](http://www.nabi.res.in) Tel: 0172-4604888; Telefax: 0172-4011916

**RECRUITMENT OF ADMINISTRATIVE POSITIONS ON DIRECT SELECTION OR ON  
 DEPUTATION BASIS**  
 (ADVT. No.2/2010)

National Agri-Food Biotechnology Institute (NABI), Mohali, is an autonomous R&D Institute under Department of Biotechnology, Government of India. 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:

<b><u>Sr. No.</u></b>	<b><u>Name of Post</u></b>	<b><u>Age</u></b>	<b><u>Pay Band + Grade Pay</u></b>	<b><u>Essential Qualification and Eligibility Criteria</u></b>	<b><u>No. of Posts</u></b>
I.	Associate Director (Administration)	50 yrs	PB-4 - Rs.37400-67000 + Grade Pay – Rs.10000	<p><b>Qualifications:</b>            MBA, M.Sc, or B.Tech with 16 years experience, M.Tech with 14 years experience or Ph.D with 13 years experience in a reputed organisation at a high administrative position, involving liaison among Public and Private Sector organizations.</p> <p><b>Job description:</b>            Assisting Executive Director with all aspects of strategic planning, campus development, fiscal administration and organisation of day-to-day activities. He will be responsible for image building, 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. He would, therefore, be a link between Executive Director and the institutional heads as well as outside organizations.</p>	01

II.	Manager (Finance)	40 yrs.	PB-3 – Rs.15600 -39100 + Grade Pay - Rs.7600	<p><b>Essential Qualification:</b> Distinguished academic record with Post Graduate degree in commerce/MBA with specialization in financial management from a recognized University.</p> <p><b>Eligibility Criteria:</b> Officers of the Central Government / State Govt. / UT / Autonomous Organisations / PSUs holding analogous post on regular basis in their service / department OR with at least 5-years of service in PB-3, Rs.15600-39100+Grade Pay Rs.6600 or equivalent with relevant experience in Finance &amp; Accounts.</p>	01
III.	Finance Officer	35 yrs.	PB-3 – Rs.15600 -39100 + Grade Pay - Rs.6600	<p><b>Essential Qualification:</b> Graduate degree in commerce from a recognized University.</p> <p><b>Eligibility Criteria:</b> Officers of the Central Government / State Govt. / UT / Autonomous Organisations / PSUs holding analogous post on regular basis in their service / department OR with at least 5-years of service in PB-3 Grade Pay Rs.6600 or PB-2 Grade Pay Rs.4600 or equivalent with the relevant experience in Finance &amp; Accounts.</p>	01
IV.	Executive Assistant (Administration)	26 yrs.	PB-2 – Rs.9300-34800 + Grade Pay - Rs.4200	<p><b>Essential Qualification:</b> Graduate degree from a recognized university in any discipline.</p> <p><b>Desirable:</b> Degree in Management, knowledge of computer applications, experience and skills in human resource management</p>	01
V.	Executive Assistant (Accounts)	26 yrs.	PB-2 – Rs.9300-34800 + Grade Pay - Rs.4200	<p><b>Essential Qualification:</b> Graduate degree in Commerce from a recognized University.</p> <p><b>Desirable:</b> Degree in Management, knowledge of computer applications, experience and skills in handling accounts.</p>	01
VI.	Management Assistant (Database)	26 yrs.	PB-2 – Rs.9300-34800 + Grade Pay - Rs.4200	<p><b>Essential Qualification:</b> Graduate degree from a recognized University in any discipline; excellent typing skills and record keeping on computers. Candidates may</p>	01

				<p>have to qualify a written test in General Hindi/English.</p> <p><b>Desirable:</b> Degree in Management, experience &amp; skills in science information dissemination or knowledge management.</p>	
VII.	Senior Technical Officer	30 yrs	PB-3 – Rs.15600-39100 + Grade Pay - Rs.5400	<p><b>Essential Qualification:</b> First Class B.E. or B.Tech or MBA or MSc concerned subject from a recognized University.</p> <p><b>Eligibility Criteria:</b> Highest degree or experience in management of facilities and executing experiments in target area of specialisation, i.e. (i) management of equipments and repairs (ii) management of field research and environment chambers and (iii) Management of research projects and records.</p>	03
VIII.	Senior Technical Assistant	26 yrs	PB-2 – Rs.9300-34800 + Grade Pay - Rs.4200	<p><b>Essential Qualification:</b> First class B.Sc or 3-years regular Diploma in concerned subject from a recognized university</p> <p><b>Desirable:</b> Higher degree and experience in handling equipments and facilities and providing technical support to senior scientists in area of specialisation i.e., (a) plant growth and tissue culture laboratory, (b) chemical analysis laboratory with GCMS, HPLC, Spectroscopy etc. (c) molecular biology laboratory with work on nucleic acids and / or proteins and (d) field experiments on plant breeding, agronomy and germplasm</p>	04
IX.	Assistant Engineer (Civil)	28 yrs.	PB-2 – Rs.9300-34800 + Grade Pay-Rs.4600	<p><b>Essential Qualification:</b> B.E. / B.Tech / AMIE in Electrical / Civil Engg. Or equivalent with 3-years experience; OR 1st Class 3-years Diploma in Electrical/Civil Engg. with 6-years experience.</p>	01

**General Conditions:** Depending upon merit and experience, advance increments can be given at the discretion on Selection Committee to candidates 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 alongwith 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., **15<sup>th</sup> May, 2010** 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/- (*US\$25 in case candidate applying from abroad*) 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 “**The Executive Director, National Agri-Food Biotechnology Institute, Mohali**” payable at Phase-1 Br., Mohali, should be sent to the **Executive Director, National Agri-Food Biotechnology Institute, C-127, Phase-VIII, Industrial Area, SAS Nagar, Mohali, Punjab-160 071 (India)** so as to reach **on or before 15<sup>th</sup> May, 2010**.

Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification 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 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 ‘[rakeshtuli@hotmail.com](mailto:rakeshtuli@hotmail.com)’.