National Agri-Food Biotechnology Institute
(An autonomous institute of Department of Biotechnology, Ministry of Science and Technology)
Sector-81, Knowledge City, Mohali, Punjab, India-140306
Web: www.nabi.res.in

ADMINISTRATIVE & TECHNICAL POSITIONS ON DIRECT SELECTION BASIS OR DEPUTATION

Advt. No.1/2017

National Agri-Food Biotechnology Institute (NABI), Mohali, Punjab is an autonomous R&D Institute under the aegis of Department of Biotechnology, Ministry of Science & Technology, Government of India. The institutional campus has been established on 35 acres of land in the Knowledge City, Sector-81, Mohali, (Punjab)-140306. The institute has mandate to strengthen research at the interface of Agricultural, Food processing and Nutritional sciences biotechnology.

Applications are invited from individuals with enthusiasm to develop an organization with world class environment for the following positions:-

Sr No.	Name of Post & Job requirements	Age Limit	Pay Band + Grade Pay	Essential Qualification and Eligibility Criteria
1	**Associate Director (Administration & Finance) [01 Post (UR)]** **Job description:** To supervise and take full responsibility of managing both administration and finance of a rapidly developing institute. To plan and execute campus development, fiscal administration, and supervise day-to-day administrative activities. To	55 years	PB-4 - Rs.37400-67000 + GP– 10,000/-	**Direct Recruitment** **Qualifications & Experience:** Post Graduate degree in Arts / Commerce / Science /Engineering/MBA with experience in administration, estate and office management, finance, store & Purchase in Central Government, State Governments, Central / State Government Universities / Autonomous Institutions, Public Sector Undertakings having 15 years of relevant experience with: i) At least 2 years of experience in PB-4 with Grade Pay of Rs. 8900/- **OR** ii) 3 years in PB-4 (Rs 37400-67000) with Grade Pay of Rs. 8700/- **OR**

	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.			iii) 8 years of experience in PB-3 (15600-39100) with Grade Pay of Rs. 7600/-. **By Deputation:** Officials of the Central Government, State Governments, Central / State Government Universities / Autonomous Institutions, Public Sector Undertakings subject to fulfilment of the following conditions : (a) Holding analogous post on regular basis in the parent cadre OR (b) with 2 years of regular service experience in PB-4 with Grade Pay of Rs. 8900/- OR (c) 3 years of regular service experience in PB-4 with Grade Pay of Rs. 8700/- OR (d) 8 years of regular service experience in PB-3 with Grade Pay of Rs. 7600/-equivalent with total 15 years of relevant experience (e) Possessing the educational qualifications prescribed for direct recruits.
2	**Manager Business Development [01 Post (UR)]** **Job Description**: 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.	40 Years	PB-3 (Rs.15600 39100) + GP 7600/-	**Direct Recuitment** **Qualifications & Experience:** M.Sc/B.Tech in biological sciences or agri-business with MBA from a recognized institute/University with 5 years' relevant experience. **By Deputation :** Officials of the Central Government, State Governments, Central / State Government Universities / Autonomous Institutions, Public Sector Undertakings subject to fulfilment of the following conditions : (i) Holding analogous post on regular basis in the parent cadre or with 5 years of relevant regular service experience in PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 6600/- or with 8 years of regular service experience in PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/- or equivalent. (ii) Possessing the educational qualifications prescribed for direct recruits. **Desirable :** Experience in industry dealing with knowledge driven agri-food coproducts, 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.
3	**Manager (IPR/Legal)** **[01 Post (UR)]** **Job Description:** Responsible for all activities relating to intellectual property rights including but not limited to filing of patents, protecting NABI's IPR, vetting of legal contracts, agreements etc. to be entered into by NABI with specific reference to IPR issues	50 Years	PB-3 (Rs.15600 39100) + GP 7600/-	**Direct Recruitment:** **Qualifications & Experience:** LLB with 5 years relevant experience in IPR matters in Central Government, State Governments, Central / State Government Universities / Autonomous Institutions, Public Sector Undertakings in PB-3 with Grade Pay of Rs. 6600/- or 8 years' experience in PB-3 with Grade Pay of Rs. 5400/- OR LLM with 3 years relevant experience in IPR matters in Central Government, State Governments, Central / State Government Universities / Autonomous Institutions, Public Sector Undertakings in PB-3 with Grade Pay of Rs. 6600/- or 5 years' experience in PB-3 with Grade Pay of Rs. 5400/- **On Deputation** Officials of the Central Government, State Governments, Central / State Government Universities / Autonomous Institutions, Public Sector Undertakings subject to fulfilment of the following conditions : (i) Holding analogous post on regular basis in the parent cadre or LLB with 5 years relevant experience in IPR matters in PB-3 with Grade Pay of Rs. 6600/- or 8 years' experience in PB-3 with Grade Pay of Rs. 5400/- OR LLM with 3 years relevant experience in IPR matters in PB-3 with Grade Pay of Rs. 6600/- or 5 years' experience in PB-3 with Grade Pay of Rs. 5400/ (ii) Possessing the educational qualifications prescribed for direct recruits.
4	**Administrative Officer** **[01 Post (UR)]** **Job Description:** Shall be responsible for various administrative duties and responsibilities as may be	40 Years	PB-3 (Rs. 15600-39100) + GP 6600/-	**Direct recruitment:** **Qualifications & Experience:** Graduate preferably with Post Graduate diploma in Personnel Management, Recognized course/training in Secretariat work or passed UPSC examination of Section Officers / Stenographer /Private Secretary /Stores Purchase Officer in the grade of Rs 15600- 39100 in PB-3 with GP of Rs. 5400/-with 05 years experience

	assigned by Institute from time to time.			or Rs 9300-34800 in PB-2 with GP of Rs.4600/- with seven years experience. or Rs 9300-34800 in PB-2 with GP of Rs. 4800/- (four years) and Rs. 15600-39100 in PB-3 with GP of Rs. 5400/- th (four years) thus with total of 8 years experience of administration, accounts and establishment work in a Govt. Office or a Public body or an organization of repute. **By Deputation** The candidate holding analogous post or lower posts in the pay scale of Rs. 15600-39100 in PB-3 with GP of Rs. 5400/- with 05 years service **or** The candidate has worked in the pay scale of Rs 9300-34800 in PB -2 with GP of Rs. 4600/ - for at least 7 years **or** in the pay scale of Rs 9300-34800 in PB-2 with GP of Rs 4800 and Rs. 15600 - 39100 in PB -3 with GP of Rs. 5400/ - with total of 6 years service in administration, accounts, house- keeping , establishment matters with atleast graduate qualification in any discipline. **Desirable:** Knowledge of Govt. rules & Regulations , Computer Application / Management Information System.
5	**Finance Officer** **[01 Post (UR)]** **Job Description:** Supervision of Accounts work., preparation of Balance Sheet, construction accounts/ checking of contractor bills, annual budget, dealing with Finance Committee/ Governing Body decisions on financial matters etc.	40 Years	PB-3 (Rs. 15600-39100) + GP – 6600/-	**Direct recruitment:** **Qualifications & Experience:** Should be graduate with SAS/CA/ICWA and minimum 5/7 years experience as Pay and Accounts Officer/Accounts Officer/Head of Finance and Accounts Division in the grade of Rs. 15600- 39100 in PB-3 with GP of Rs. 5400/-/ Rs 9300-34800 in PB-2 with GP of Rs.4600/- respectively or equivalent. **By Deputation** The candidate holding analogous post or The candidate has worked in the lower post in the pay scale of Rs.

				15600-39100 in PB-3 with GP of Rs. 5400/- for atleast 05 years in Accounts Department possessing SAS/CA/ICWA qualification or equivalent with experience in Cash/ Accounts/ Budget work. **Desirable:** Knowledge of Govt. rules & Regulations , Computer Application / Management Information System.
6	**Store Purchase Officer** **[01 Post (UR)]** **Job Description:** Shall be responsible for Stores/ purchase, Inventory Management, Physical Stock Verification, General Administration of Stores, Personnel, Secretary to various Purchase Committees, forecasting Stores budget.	40 Years	PB-3 (Rs.15600-39100) + GP – 6600/-	**Direct recruitment:** **Qualifications & Experience:** Graduate preferably with Post Graduate diploma in Materials Management, training in Secretariat work or passed UPSC examination of Section Officers / Stenographer /Private Secretary /Stores Purchase Officer in the grade of Rs 15600- 39100 in PB-3 with GP of Rs. 5400/-with five years experience or Rs 9300-34800 in PB-2 with GP of Rs.4600/- with seven years experience or Rs 9300-34800 in PB-2 with GP of Rs. 4800/- (four years) and Rs. 15600-39100 in PB-3 with GP of Rs. 5400/- (four years) thus with total of 8 years experience of stores, keeping accounts in stores work in a Govt. office or Public Body or an Organization of repute. **By Deputation** The candidate holding analogous post or the candidate has worked in the lower post in pay scale of Rs. 15600-39100 in PB-3 with GP of Rs. 5400/- with 05 years service **or** The candidate has worked in the pay scale of Rs 9300-34800 in PB -2 with GP of Rs. 4600/ - for at least 7 years **or** in the pay scale of Rs 9300-34800 in PB-2 with GP of Rs 4800 and Rs. 15600 - 39100 in PB -3 with GP of Rs. 5400/ - with total of 6 years service in administration, accounts, house- keeping , establishment matters with atleast graduate qualification in any discipline. **Desirable:**

				Knowledge of Govt. rules & Regulations, Computer Application / Management Information System.
7	**Library-Cum-Informatics Officer [01 Post (UR)]** **Job Description:** 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.	40 Years	PB-3 (Rs.15600-39100) + GP 6600/-	**Direct Recruitment** **Qualification & Experience :** M.Tech 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 development in a University/Institution/ Research Organisation OR B.Tech/BE/MCA/M.Sc or its equivalent from a recognised University/Institute in Computers/ Information Technology Science with six years relevant experience in Database Development, Programming and Management, software management, software development in a University/Institution/Research Organisation. **DESIRABLE:** 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. **By Deputation :** Officials of the Central Government, State Governments, Central / State Government Universities/Autonomous Institutions, Public Sector Undertakings subject to fulfilment of the following conditions : (a) Holding analogous post on regular basis in the parent cadre or with 4 years of regular service experience in PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/- or equivalent. (b) Possessing the educational qualifications prescribed for direct recruits.
8	**System Analyst (01 post – UR)** **Job Description:** Will be responsible for installing and configuring operating system and middleware/other software	35 years	PB-3 (Rs 15600-39100) + GP 5400/-	**Direct Recruitment** **Qualifications & Experience:** M. Tech in relevant discipline with 03 year experience Or B. Tech/MCA with 05 years relevant experience. **Desirable:**

	onto servers which are part of a cluster/grid, monitoring the status of such resources, taking corrective Measures if necessary to ensure maximum uptime and availability and resolving/clarifying queries and issues that users of the system are likely to raise. Will be fully responsible for Management of High Performance Computing facilities, User support (Linux) in an HPC environment, Scientific Applications support, Linux based Systems Administration, High Performance computing.			Experience in Perl/C/Python/Java languages with strong Bash scripting skills; understanding of Web Services; experience in managing HPC clusters and Linux based servers; relevant industry standard certifications; should possess the mindset and intelligence to probe into reasons behind failures of services/ components, perform critical root cause analysis, present his/her findings and propose solutions to solve/mitigate the problem; in-depth knowledge in application algorithms, performance analysis, system software, specialized hardware (GPUs etc.); experience using multiple high-performance parallel computational platforms.

9	**Management Assistant (01 post – UR 01 post – OBC)**
	
	Job Description:
	
	Stores & Purchase
	Responsible for maintaining store & purchase records and safe custody of stores. Processing of indents and preparing of purchase orders.
	
	Meetings & Courses
	To arrange meetings and assist in organizing training & seminars.
		30 years	PB-2 (Rs.9,300-34,800) + GP 4,200/-	**Direct Recruitment:**
				Essential Qualifications & Experience:
				(1) Stores & Purchase:
				Graduate with minimum 3 years experience in the grade of Rs 5,200-20,200 in PB-1with Grade Pay of Rs. 2,400/-.
				Desirable:-
				  a) having diploma in Material Management
				  b) Knowledge of GFR & computer applications/software related to stores and purchase.
				  c) Persons having training /exposure in Stores work will be preferred.
				(2) Meetings & Courses
				Graduate in science with minimum 3 years experience in the grade of Rs 5,200-20,200 in PB-1with Grade Pay of Rs. 2,400/-.
				Desirable:-
				  a) Preferably MBA from reputed institution.
				  b) Should have strong command of English and Hindi language and demonstration ability for science writing/reporting
				  c) Experience of co-ordinating and conducting training and workshops
				  d) having experience of preparing training manuals and other

10	Computer Operator **(01 Post - UR 01 Post – OBC)**	28 Years	PB-1 (Rs 5,200-. 20,200) + GP 2800/-	**Direct Recruitment** **Essential Qualification** Graduate degree in any discipline with diploma/certificate in computer application with three years of experience of data entry, office management. Or Graduate degree in Computer Science/Computer Application / IT or its equivalent from any recognized University/ Institute with one year experience in IT/Hardware/Software. **Desirable:** Knowledge of MS Office, Photoshop and computer applications

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e) Knowledge of GFR & computer applications such as MS Office, Photoshop, other related computational tools etc.

General Conditions:

1. The selected candidate will be paid initial pay in the grade with other allowances apply as per Central Govt. Rules. Candidates working in Government Ministries/Departments/Organizations/PSUs/Autonomous bodies/ Universities/Research Organizations should apply through proper channel along with ACRs and Vigilance / Cadre Clearance for consideration. The benefit of pay protection will be given to selected candidate.

2. Appointment will be on direct selection or deputation basis.

3. The maximum age shall be determined as on the last date of receipt of applications i.e. **29th May 2017** 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. Relaxed standards shall be applicable only in respect of the reserved posts and not against the un-reserved posts.

4. Candidates will be governed by New Pension Scheme of Central Government effective from 01-01-2004.

5. As per instructions of Govt. of India, there will be no interview for the Group C and Group B (Non-Gazetted) posts. However, the candidates will be required to appear in the Skill Test/Screening Test/Written Test as per schedule to be notified later.

6. 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. Organizations/Departments who have already been confirmed in their previous positions/service.

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.   Incomplete/ Ineligible/Unsigned applications will be deemed invalid rejected without intimation.

9.   Interim enquiries would not be attended.

10. 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.

11. Outstation candidates called for interview will be paid to and fro second class railway fare, as per Government rules on presentation of the proof.

12. The period of deputation shall ordinarily be three years which may be extended upto a maximum period of five years with the approval of the Controlling Authority. The total period of deputation including the period of deputation in another ex -cadre post held immediately preceding this appointment in the same organization / department shall not exceed five years.

13. The candidates appointed on deputation shall not have any claim for promotion during the period of deputation against ex-cadre post.

14. Only Indian Citizens are eligible to apply for the above posts.

15. The candidate who has already applied for the position of Library-Cum-Informatics Officer vide Advt. No. NABI/01/2013/A&T (Post Sr. No. 06) may submit the application with updated biodata without application fee.

16. Application fee of Rs. 100.00 in form of Demand draft in favor of "Executive Director, NABI" payable at Phase 1 Mohali (issued by State Bank of India) may be enclosed along with application form.

17. For exceptionally meritorious candidates who are having vast experience in the relevant discipline/area, eligibility requirement may be relaxed by the competent authority.

18. **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 Excel format (not on PDF format) and email to adminrectt@nabi.res.in. **This is most urgent.**

How to Apply: The application should be submitted in the prescribed format available at our website accompanied by attested copies of certificates, testimonials in support of age, educational qualifications, experience, etc. should be sent to the Manager Administration, National Agri-Food Biotechnology Institute, Sector-81, Knowledge City, SAS Nagar, Mohali, Punjab-140306 (India) super-scribing "APPLICATION FOR THE POST OF "_____" on the envelope, so as to reach on or before **29th May 2017**. Applications received after the last date will not be considered.

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 applications not in proper format will be summarily rejected.

"INTERIM ENQUIRY WILL NOT BE ENTERTAINED"

Manager (Administration)