

# National Centre For Cell Science, Pune

(An Autonomous Institution of the Department of Biotechnology, Government of India.)  
NCCS Complex, S. P. Pune University Campus, Ganeshkhind, Pune – 411 007.  
Ph.:(020) 25708000 Fax: (020) 25692259  
Website: [www.nccs.res.in](http://www.nccs.res.in) Email: [pmc@nccs.res.in](mailto:pmc@nccs.res.in)

Advt. No. NCCS/PMC/P04/2017

Applications are invited for the following posts to be filled purely on temporary basis at NCCS, Pune in the project "Establishment of Centre of Excellence for National Centre for Microbial Resource (NCMR)".

## Scientist & Technical Posts

### 1) Consultant : Posts: Three (03)

Total Monthly Emoluments: Rs. 50,000/- to Rs. 1,00,000/- depending upon educational qualification and experience.

#### Essential Qualification & Experience:

Ph.D. Degree in relevant subject and minimum post qualification experience of 20 years in the requisite field or Retired Government employees with (i) Grade pay of Rs. 10,000/- and above & (ii) at least 25 years' experience in the required domain field would also be eligible for this position.

#### Desirable:

At least twenty years' experience of working in the management and administration of culture collection activities with in depth knowledge of one or more of the following:

- A) Managing the activities of microbial culture collection
- B) Establishment of International Depositary Authority
- C) Management of Cell repository
- D) Handling, preservation and characterization of anaerobic organisms
- E) Design and supervision of construction of a laboratory for any of the A to D.

The consultants will be required to establish SOPs and protocols for the group of organisms mentioned above and also advise in the construction of the laboratories in the proposed new campus of NCMR.

### 2) Scientist 'D': Posts: Two (02)

Scale of Pay : Rs. 15600-39100 + 7600/- Grade Pay (TME 86,966 /-)

Age Limit: 50 years.

#### Essential Qualification & Experience:

1<sup>st</sup> Class MTech/MD/MVSc/MPharm/MBiotech or Ph.D./corresponding degrees in other disciplines with original work as evidenced by patents or publications. Evidence of leadership with about 8 years' experience in R & D.

#### Desirable:

Experience in one or more of the following areas.

- A) Experience in the area of Microbial Taxonomy, diversity and ecology as evidenced by publications in peer reviewed journals. The candidate should have experience of working with a reputed microbial culture collection and be knowledgeable with activities of culture collection like identification, preservation/maintenance, supply of cultures, different SOPs, documentations.
- B) Should have proven expertise in one or more techniques used in modern microbial taxonomy and / or a specific group of bacteria or fungi.
- C) Experience in the operation of International Depositary Authority under Budapest Treaty.
- D) Creation, handling and maintenance of database of microbial repository. Expertise in Microbial genome based taxonomy and metagenomics.
- E) Organization and conducting different training programs, workshops, outreach events in the area of Microbiology.

**3) Scientist 'C':** Posts: Sixteen (16)

Scale of Pay: Rs. 15600-39100 + 6600/- Grade Pay (TME 75,927 /-)

Age Limit: 40 years.

**Essential Qualification & Experience:**

1<sup>st</sup> Class MTech/MD/MVSc/MPharm/MBiotech or Ph.D./corresponding degrees in other disciplines with original work as evidenced by patents or publications. Evidence of leadership with about 4 years' experience in R & D.

**Desirable:**

Experience in one or more of the following areas.

A) Experience in the area of Microbial Taxonomy, diversity and ecology as evidenced by publications in peer reviewed journals. The candidate should have experience of working with a reputed microbial culture collection and be knowledgeable with activities of culture collection like identification, preservation/maintenance, supply of cultures, different SOPs, documentations.

B) Should have proven expertise in one or more techniques used in modern microbial taxonomy and / or a specific group of bacteria or fungi.

C) Experience in the operation of International Depository Authority under Budapest Treaty.

D) Creation, handling and maintenance of database of microbial repository. Expertise in Microbial genome based taxonomy and metagenomics.

E) Organization and conducting different training programs, workshops, outreach events in the area of Microbiology.

**4) Technical Officer 'A' :** Post: Two (02)

Total Monthly Emoluments: Rs. 60,000/- per month with 5% increase per annum

Age Limit: 30 years.

**Essential Qualification & Experience:**

M.Sc. or equivalent with 4 years of experience or B.Sc. or equivalent with 8 years of experience.

**Desirable:**

Experience in the management of a research laboratory involved in microbiological research. Familiarity with purchase procedures.

**5) Technician 'C' :** Posts: Six (06) (05-UR & 01-OBC)

Total Monthly Emoluments: Rs. 53,000/- per month with 5% increase per annum

Age Limit: 30 years.

**Essential Qualification & Experience:**

M.Sc. or equivalent with 1 year experience or B.Sc. or equivalent with 5 years' experience.

**Desirable:**

A) Handling, maintenance and preservation of microbial cultures.

B) Work experience in culture collection and familiarity with SOPs involved in large scale handling of cultures

C) Hands on experience in one or more techniques involved in modern microbial taxonomy.

**6) Technician 'B' (Lab) :** Posts: Fifteen (15) (08-UR, 04-OBC, 02-SC & 01-ST)  
Total Monthly Emoluments: Rs. 42,000/- per month with 5% increase per annum  
Age Limit: 30 years.

**Essential Qualification & Experience:**

12<sup>th</sup> Pass with science with two years full time Diploma in MLT having 7 years' experience in R&D laboratory or B.Sc. with 3 years' experience.

**Desirable:**

- A) Handling, maintenance and preservation of microbial cultures.
- B) Work experience in culture collection and familiarity with SOPs involved in large scale handling of cultures
- C) Hands on experience in one or more techniques involved in modern microbial taxonomy.

**7) Technician 'B' (Computer):** Posts: One (01) (01-UR)  
Total Monthly Emoluments: Rs. 42,000/- per month with 5% increase per annum  
Age Limit: 30 years.

**Essential Qualification & Experience:**

Graduate in any discipline from a recognized university. Knowledge of basics of computer and various softwares. Candidates having good typing speed and 1 year experience in Data Entry Operation.

**Desirable:**

Candidates with experience in working with biotechnology / biology related applications will be given preference.

**8) Assistant Technician (I&M) :** Posts: One (01)  
Total Monthly Emoluments: Rs. 22,000/- per month with 5% increase per annum  
Age Limit: 30 years.

**Essential Qualification & Experience:**

ITI certificate in Electrician trade with one year experience.

**Desirable:**

Experience of working in biological science research organization.

**9) Lab Helper (Lab):** Posts: Four (04)  
Total Monthly Emoluments: Rs. 27,000/- per month with 5% increase per annum  
Age Limit: 30 years.

**Essential Qualification & Experience:**

10<sup>th</sup> Pass

**Desirable:**

Working in microbiological laboratory, preparation of culture media, glassware washing, and autoclaving.

**Administrative positions**

**10) Officer 'C' :** Posts: One (01)  
Total Monthly Emoluments: Rs. 65,000/- per month with 5% increase per annum  
Age Limit: 40 years.

**Essential Qualification & Experience:**

Graduate with P.G. Diploma in Management, recognized course/training in secretarial work or passed UPSC examination of Section Officers/Stenographer/Private Secretary/Stores Purchase Officer in the Pay Band No. 3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/- or equivalent with 5 years' experience or with 8 years' experience in the Pay Band No. 2 of Rs. 9300-34800 with Grade Pay of Rs. 4600/- or equivalent.

**11) Officer 'A' :** Posts: One (01)

Total Monthly Emoluments: Rs. 55,000/- per month with 5% increase per annum

Age Limit: 30 years.

**Essential Qualification & Experience:**

Master Degree in any discipline with a strong communication skill. Knowledge of Computer Operation or Graduate with PG Diploma in Management and minimum 3 years' experience in the Pay Band No. 2 of Rs. 9300-34800 with Grade Pay of Rs. 4200/- or equivalent and must have knowledge of Administration, Finance, Purchase & Stores.

**12) Office Assistant:** Posts: Seven (07) (05-UR, 01-OBC & 01-SC)

Total Monthly Emoluments: Rs. 39,000/- per month with 5% increase per annum

Age Limit: 30 years.

**Essential Qualification & Experience:**

Graduate in any discipline (B.Com/BBA/BCA/BA/B.Sc) with computer knowledge and minimum 1 year experience.

**Desirable:**

Working in a scientific organization with experience in one or more of the following:

- A) Administration/Accounts/Stores & Purchase/ Laboratory management. Should be able to use computers [as evidenced by certificate from MSCIT or equivalent agency] and modern tools of communications.
- B) Establishment/ personnel matters, leave, tours, increments, estate matters, management assistance etc.
- C) Vouching of bills, maintenance of cash books, bank reconciliation statement, assistance in the preparation of utilization certificates, Cash Accounts, Ledgers, and Drafts etc.
- D) Stores keeping, receipt / issue of stores, issue of purchase orders, maintenance of stock / issue. The person should have experience in taking dictations, typing, and secretarial assistance to Senior Officers, maintenance of records and files.

**Important Guidelines & Instructions**

- 1) Applications in the prescribed format duly filled in along demand draft and attested copies of all relevant certificates showing date of birth, qualifications, experience, details of the exam passed (SSC onwards), caste certificate, if any and other relevant documents should reach to The Director, National Centre For Cell Science (NCCS), S. P. Pune University Campus, Post: Ganeshkhind, Pune – 411 007, Maharashtra, India on or before **24.07.2017**.
- 2) A demand draft of Rs. 100/- (excluding SC/ST/PH candidates) should be drawn in favour of Director, National Centre For Cell Science towards application fee and sent it with application form.
- 3) List of shortlisted candidates called for interview, date and time of interview & other relevant information will be published on our institute website. The candidates should check the website periodically for updates.
- 4) Applications received after the due date/due to postal delay and/or without the copies of the required certificates/documents will not be considered. Applications which are incomplete and/or not in the prescribed format will be strictly rejected.
- 5) The Director, NCCS reserves the right to enhance/reduce the number of posts and also cancel the recruitment process.
- 6) Additional percentage and experience cut-off will be applied during the screening process with the approval of competent authority, if required.
- 7) SC/ST/OBC candidates must produce proof of their caste certificate from appropriate authority. In addition, OBC candidates must also produce latest/valid non-creamy layer certificate in the prescribed form for claiming the reservation benefits.
- 8) Age & Experience will be relaxed in exceptional cases by the Competent Authority.

- 9) The prescribed educational qualification and experience are the bare minimum and mere possession of same does not entitle candidates to be called for interview. The institute reserves the right to call for interview only those candidates who in its opinion are likely to be suitable. Where number of applications received in response to this advertisement is large, it will not be convenient or possible to interview all the candidates. Based on the recommendations of screening committee, the institute may restrict the number of candidates to be called for the interview to a reasonable limit after taking into consideration of qualifications and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field at the time of applying. No interim enquiries/correspondence/communication of any sort will be entertained on this matter.
- 10) The above advertised positions are filled up purely on temporary basis for the limited time period on the project. The position will automatically co-terminus on the completion of the project tenure. The appointed person shall have no claim of appointment/absorption in funding agency or in NCCS, Pune.
- 11) Age limit will be considered as on closing date of receipt of application. Age relaxation of 5 years in case of SC/ST candidates, 10 years in case of PH candidates and 3 years in case of OBC candidates will be given, as per Government of India rules. Reservation as per Govt. of India norms will be followed.
- 12) Canvassing in any form and/or bringing in any influence will be treated as disqualification for the post.
- 13) The posts advertised shall be need based without any commitment for its filling.
- 14) Candidates working in Government Departments/Public Sector Undertakings/Autonomous Bodies should forward their applications through proper channel with a clear certificate that the applicant will be relieved within one month of receipt of appointment order, if selected.

Advt. No. NCCS/PMC/P04/2017

DATE OF PUBLICATION 30.06.2017

Director, NCCS, Pune

*[Handwritten signature and date]*  
30/06/17

# NATIONAL CENTRE FOR CELL SCIENCE, PUNE

(An autonomous Institution of the Department of Biotechnology, Government of India)  
NCCS Complex, S. P. Pune University Campus, Ganeshkhind, Pune - 411007, Maharashtra, India.

Application for the post of \_\_\_\_\_

All details should be filled up in block letters only.

01)	Name (SURNAME- FIRST NAME )		Affix latest passport size photograph
02)	Name of Father/Spouse		
03)	Advt. No. , Applied Post & Post Sr. No.		
04)	Date of Birth		
05)	Age as on closing date of application (YY. MM. DD)		

06) I)	Permanent Address along with City Pin Code No., City/Village, District, State & Country.	
06) II)	Correspondence Address along with City Pin Code No., City/Village, District, State & Country.	
06) III)	*Valid E-Mail Address: *Valid Telephone/Mobile Number(s):	

\*Please make sure that the E-mail ID & mobile number is correct and legible. Candidates are advised to keep their mobile no and E-mail ID active at least for one year.

07) Gender: \_\_\_\_\_ 08) Marital status: \_\_\_\_\_

09) Nationality: \_\_\_\_\_ 10) Whether SC/ST/OBC/ \_\_\_\_\_

10) A) For OBC candidate -Specify, NCL is valid up to: \_\_\_\_\_

## 11. Additional Qualifying Examination(s) passed

(A) CSIR/UGC- NET/LS Registration/Roll No.: Date of exam: Valid till: Year of Passing:	(B) GATE/DBT-JRF (Category-II Fellowship) Registration/Roll No.: Date of exam: Valid till: Year of Passing:
--	---

## 12. Educational Qualification: (Starting from SSC onwards)

Degree/ Examination passed	Name of the Board/Universit y	Subjects/Spe cialization	Total Marks Obtained/Ou t of	Percent age / Grade	Month & Year of passing

**13. Experience: (Starting from the present/immediate last employer)**

Name of the organization, Post Held & reporting guide/head/in- charge officer	Period		Scale of Pay & Gross Emoluments	Nature of Job	Reasons for Leaving
	From	To			

**TOTAL EXPERIENCE:** \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

**14. Title of the Ph. D. thesis (if any):**

**15. Research Publications with full references (if any):**

**17. Reference - not acceptable from relation - Give full name & addresses of two referees with telephone Nos.**

1.	2.
----	----

**18. If selected what notice would you require for joining the post:**

**19. Additional information, if any.**

**DECLARATION**

I hereby declare that I have carefully read the instructions and guidelines mentioned in the advertisement. To the best of my knowledge and belief all the information/data provided by me are true and correct. If any information/data is found incorrect in the application or if the application is incomplete, then my candidature is liable for rejection.

Date: -

(Name & signature of the applicant)