



NATIONAL INSTITUTE OF IMMUNOLOGY
(An Autonomous Research Institute of Department of Biotechnology, Govt. of India)
Aruna Asaf Ali Marg, New Delhi- 110067

ADVT NO. 01/2024

ENGAGEMENT OF MANPOWER FOR BRIC SECRETARIAT

NII invites applications for the following manpower positions for the Administration/Finance & Accounts/Scientific Coordination department of [Biotechnology Research & Innovation Council \(BRIC\)](#) purely on contract basis for working on full time basis in BRIC Secretariat at New Delhi:

1. Name of the Post: Consultant: 2 Posts /Age Limit: Below 55 Years

Essential Criteria:

Masters or Bachelor's Degree with PGD from a Recognized University with at least 10 years of relevant experience in work of General Administration and Establishment in Government or Autonomous Bodies or PSUs etc.

OR

Ph.D degree in Science or Engineering with at least 5 years of relevant experience in Scientist project management in Research Institutes/University or Industry.

Duties & Responsibility:

- Carrying out continuous review monitoring, applicability, interpretation of all relevant rules and regulations pertaining to service matters or financial regulations and assisting in preparing input of the division of annual report, progress report etc.
- Coordination with research institutes of BRIC for management for Inter Institutional projects, drafting of Scientific advisory committee reports, project documents, Science Communication and liaison with Industries etc.
- Organizing High Level Committees (HLC) meetings for scientific / administrative purposes. Preparing agenda points, issuing minute/proceedings and follow up. Preparation of briefs and notes etc.
- Monitoring and addressing of ongoing scientific schemes and programme, to provide support in addressing policy issues.

2. Name of the Post: Young Professional: 2 Posts/Age Limit: Below 40 Years

Essential Criteria:

A Master's Degree OR B.E/B.Tech/B.Pharm OR PGD in Management with at least 4 years of experience with having minimum 60% marks

OR

The candidate should either have a Bachelor's degree in any subject with at least 10 years of experience with having minimum 60% marks.

Candidates with experience in the relevant areas of HR, Management or coordination/Management of large scientific project shall be preferred.

Duties & Responsibility:

- Participate in meeting, events, conference related to Secretariat coordinate administrative preparation ensuring all necessary documents and prepare and distribute relevant post-event document like meeting minutes action plan summary document as required.
- Also take up activities including monitoring and addressing of ongoing scientific schemes and programme, to provide support in addressing policy issues.

3. Name of the Post: Multi Tasking Staff: 1 Post/Age Limit: 21-35 Years

Essential Criteria:

Passed 12th Class from any recognized board with having good skills in basic computer operations like word processing, spread sheets and email/internet etc.

Desirable Criteria:

1) Preferably a Graduate. (1) Having experience in relevant area or working in the Scientific Institution 2) Willing to work in field also. 3) Having knowledge of Diary and Despatch work.

Duties & Responsibility:

Physical Maintenance of records of the Section. General cleanliness & upkeep of the Sectional Unit. Carrying of files & other papers within the Secretariat and RIs. Photocopying and knowledge of e-office etc.

Monthly Remuneration:

Consultant: Rs. 80,000/- per month

In case of Re-employment, a fixed monthly amount shall be admissible as pay, which would be arrived at, by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period. **(As per DOE's OM dated 09.12.2020)**

Young Professional: Rs. 60,000/- per month.

Multi Tasking Staff: Rs. 26,900/- per month.

Leave: Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of Service. Accumulation of leaves beyond a calendar year shall not be allowed.

Other terms and conditions: The terms and conditions of engagement of the manpower shall be in accordance to the instructions issued from time to time by Govt. of India.

General Terms & Conditions:-

1. The initial engagement of Consultant/Young Professional/Multi Tasking Staff shall be one year from the date of appointment. After expiry of engagement, initial engagement shall be extended further as per requirement based on satisfactory performance and mutual consent.
2. The appointment of Consultant/Young Professional/Multi Tasking Staff would be on full time basis and he/she would not be permitted to take up any other assignment either part time or full time during the engagement with the Institute.
3. The appointment of Consultant/Young Professional/Multi Tasking Staff is of a temporary nature and can be terminated by giving not less than one months' notice on either side at any time without assigning any reason.
4. The Consultant/Young Professional/Multi Tasking Staff shall be paid a fixed consolidated monthly as per the Guidelines of GOI issued/amended from time to time. No other allowance shall be admissible.
5. The Consultant/Young Professional/Multi Tasking Staff shall be completely accountable for any advice/service rendered by them during their engagement in the Institute in view of the norms of ethical business and professionalism.
6. Merely fulfilling the essential qualification/experience does not guarantee to be called for interview.

7. The posts are filled-up on purely temporary basis & the candidate will have no right to claim for any type of Permanent Employment or continuation of his/her services in any other project/assignment.
8. The prescribed age limit, educational qualifications, experience etc. shall be reckoned as on the last date of receipt of applications.
9. Interested and Eligible candidates are required to submit application fee of Rs. 200/- through online mode/internet banking as per the following details:-

Name of Account	Details of Bank	Account Number	Account Type	IFSC Code
National Institute of Immunology Aruna Asaf Ali Marg New Delhi-110067	Canara Bank Jit Singh Marg New Delhi-110067	1484101001636	Savings	CNRB0001484

10. **Applicants should attach proof of payment in respect of application fee alongwith the application. Applications received without requisite application fee or not in the prescribed application format shall not be entertained under any circumstances.**
11. Female candidates, SC/ST, PwD and Ex-Servicemen candidates are exempted from payment of application fee.
12. Applications not in conformity with the requirement indicated in the advertisement, are liable to be rejected.
13. **The application in the prescribed format alongwith self-attested photocopies of all educational qualifications, experience certificates; caste certificate, recent passport size photo, payment proof of application fee etc. may be submitted either by email to admin2@nii.ac.in Or Hard Copy may be submitted through registered speed post only to the Director, National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067. The applications received after the last date will not be entertained.**
14. If at any point of time, it is found that the information furnished by the candidate was incorrect in any respect or forged/fabricated documents were presented by any candidate, his/her candidature will be cancelled and in case the candidate has already joined the post, his/her services shall be summarily terminated.
15. Candidates working in Central Govt./State Govts./PSUs/Autonomous Bodies have to submit their application through proper channel **OR** furnish NOC at the time of interview, failing which they shall not be considered for interview.
16. If any applicant has desired experience in the relevant area any of the DBT AI's, the age relaxation for the recruitment process will be considered by deducting the time spent in contractual employment in the Institute from the maximum age prescribed for the post applied for.
17. No TA/DA shall be paid for attending the interview.

LAST DATE FOR APPLYING TO THE ABOVE POSTS:04.03.2024

FORMAT OF APPLICATION

Affix
Passport
Size
Photograph

1. Name of the Applicant :-
(In Block Letters).....
2. Father's/Husband's Name:-
3. Mother's Name:-
4. Name of the post applied for: -
5. Category of the post applied for:-
SC/ST/OBC/EWS (please attach certificate):-
6. Whether belongs to PwD (Deaf and Hard of Hearing), (if yes, attach certificate):-
7. Details of Application Fee:-
8. Date of Birth:-
- (DD/MM/YY).....
9. Gender (Male/Female/Transgender):-
10. Postal address:-
- E-mail:-
- Mobile Number:
11. Permanent Address:-
12. Nationality:-
13. Marital Status:-
14. Educational Qualification (from Matriculation onwards):-

S. No.	Degree	Board/University	Division	Year of Passing	Subjects

15. Experience (from Current to Oldest):-

S.No.	From	To	Name of Organization	Position held	Scale of Pay

16. Professional training undergone, if any, and details thereof:-
17. Total experience at Govt. Dept. (Years/Months):-.....
18. Names & contact information of three potential referees:-.....
19. Any other relevant information that you may like to furnish:-

Date:

Place:

Signature of the Applicant