

Advertisement 2/2012

The NIAB, an Autonomous Institute under the aegis of Department of Biotechnology, Government of India, is aimed to harness novel and emerging biotechnologies and to create knowledge in the cutting edge areas for improving animal health and productivity. The Institute aims at translational research leading to genetic enhancement of Livestock and development of novel vaccines, diagnostics and improved therapeutic molecules for farm animals. The Institute plans to promote bio entrepreneurship by providing supportive and stimulating academic and creative environment for commercial tenants involved in the development of farm animal based products and services. In continuation of the Advertisement No. 1/2011 dated 14th January, 2012. It is proposed to re-invite applications for the following post:

1. PA to Director

A) Pay Band + Grade Pay: 9,300-34,800 + 4,200 G.P

B) Essential Qualifications:

- i. Graduate with Diploma in Office Administration (or)
Diploma in Computer Applications or equivalent
- ii. Typewriting English higher
- iii. 5 years of experience in secretarial work in a Government organization /Public body/an organization of repute.

C) Desirable:

- i. Knowledge of Shorthand
- ii. Experience in R&D organization.

D) Age: 35 Years (as on 13-2-2012)

The application form and the General conditions governing the advertisement may be downloaded from the NIAB website: <http://www.niab.org.in>. Alternatively, blank application form and general conditions can also be obtained by sending a self addressed envelope to **Officer-on-Special Duty (OSD), National Institute of Animal Biotechnology, Aryabhata Block, C.R. Rao Advanced Institute of Mathematics, Statistics and Computer Science (AIMSCS), University of Hyderabad Campus, Gachibowli, Hyderabad-500 046.**

NB: Those who have already applied for the post of PA to Director against Advertisement No. 1/2011 need not apply once again as their applications will be considered, provided they fulfil the revised qualifications and experience criteria as specified above.

Sd/-
OSD, NIAB

General Conditions:

1. The position carries usual allowances as admissible to Central Govt. Employees of the same pay and status posted at Hyderabad. Higher initial start may be considered in deserving cases.
2. The number of vacancies advertised against each category is provisional and may vary at the time of selection, if more vacancies with identical job requirements become available at the time of selection or within one year after the selection, these can also be filled from among the candidates who might apply for the above posts.
3. It may be possible to consider appointments with one grade lower than the grade advertised (in the same group) depending upon the recommendations of the Selection Committee.
4. Designation of post may change.
5. Mere fulfilling minimum qualification will not entitle a candidate for being called for interview. The applications will be screened by a Committee and shortlisted candidates will be called for interview. The decision of the Controlling Authority will be final in this respect.
6. Applications from employees working in Govt. Departments, Public Sector Undertakings and Government-funded Research Agencies will be considered only if forwarded through proper channel and with a clear Certificate that the applicant will be relieved within one month of the receipt of appointment order.
7. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
8. Age limits shall be reckoned as on the closing date for receipt of application.
9. Reservations and concessions as per the Govt. of India norms in respect of SC/ST/OBC/Physically Handicapped/Ex-serviceman etc., will apply.
10. The maximum age prescribed for a post is to be reckoned in the case of SC/ST/OBC/Ex-service persons/Physically Handicapped persons, with relaxations as admissible under the Central Govt. rules. Other prevailing concessions for these categories will also be observed.
11. Reservation for Physically handicapped persons in accordance with Section 33 of Disabilities Act, 1995 will apply.
12. Experience for the positions mentioned in the Advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.

13. The specifications in respect of experience, educational qualifications and age may be relaxed by the Controlling Authority at its discretion, in the case of candidates otherwise well qualified.
14. Candidates called for test/interview will be paid single Second Class Train fare from the actual place of undertaking the journey or from the normal place of residence whichever is nearer to Secunderabad / Hyderabad Railway Station on production of relevant document of travel. However, reservation and sleeper charges and surcharge on superfast trains will be admitted, if requisite ticket/receipt etc., is submitted as proof of having actually incurred the expenses. In the absence of valid details in the TA claim, the surcharges, etc., will not be allowed.
15. Incomplete applications and/or the applications received after the last date are not likely to be considered and no interim enquiries will be attended to.
16. Downloaded applications duly completed and supported by attested copies of certificates, testimonials and Caste Certificate in the case of SC/ST/OBC candidates and Disability Certificate in the case of Physically Handicapped candidates issued by the competent authority, **duly superscribing the name of the post** in bold letters along with DD for an amount of Rs. 100/- drawn in favour of **National Institute of Animal Biotechnology**, payable at Hyderabad should be sent to **Officer-on-Special Duty (OSD), National Institute of Animal Biotechnology, Aryabhata Block, C.R. Rao Advanced Institute of Mathematics, Statistics and Computer Science (AIMSCS), University of Hyderabad Campus, Gachibowli, Hyderabad-500 046**, so as to reach on or before **20-08-2012**.
17. No fee for SC/ST and woman candidates. Physically handicapped persons are also exempted from payment of fee subject to submission of prescribed Medical Certificate. No fee exemption is, however, available to OBC candidates and they are required to pay the full prescribed fee.

Sd/-
OSD, NIAB