



राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान
National Institute of Animal Biotechnology

(An Autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)
D. No. 1-121/1, 4th and 5th Floors, Axis Clinicals Building, Miyapur, Hyderabad, Telangana, India - 500 049
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Advertisement No. 11/2017



Recruitment of Administrative & Support Services

NIAB, an autonomous institute under the aegis of the Department of Biotechnology, Ministry of Science & Technology, Government of India, is aimed to harness novel and emerging biotechnologies and create knowledge in the cutting edge areas for improving animal health and productivity. The Institute's research focus is on animal genetics and genomics, transgenic technology, reproductive technology, infectious diseases, nutritional enrichment, and bioinformatics. The Institute aims at translational research leading to genetic enhancement of Indian Livestock species 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.

Requirements:

NIAB invites applications from suitably qualified, dynamic, result oriented and dedicated Indian citizens for filling up the following positions ::

- (i). **Sup. Engineer - 1 Post (UR)** Level-12 in the Pay matrix (PB:3 GP 7,600/- pre-revised) on direct recruitment / deputation basis (ISTC)

Essential Qualifications: PG in Civil / Electrical/Mechanical Engineering with 10 years of experience

Desirable : Experience as Executive Engineer or equivalent post in CPWD/MES/ other Engineering departments in Government/ PSU/ autonomous bodies related to Campus infrastructure planning and maintenance.

For deputation : (i) Holding analogous post on regular basis in the parent cadre or (ii) With 5 years of regular services in the grade in Level-11 (PB 3 with GP of Rs 6600) and possesses the qualification prescribed for direct recruitment

Upper Age Limit : 50 Years for direct recruitment

Job Requirements: The incumbent will function as Head of Engineering services and will look after the entire campus including main lab building, hostels, animal facility, animal farms and residential quarters. Shall be responsible for proper maintenance of the campus and any new construction in the campus. Shall report to Senior Manager for all matters pertaining

to maintenance of engineering services and other duties assigned by the competent authority.

- (ii) **Security Officer - 1 Post (UR) Level 7 in Pay matrix (7th CPC)** (PB:2 GP 4,600/- pre-revised) on direct recruitment basis.

Essential Qualifications: Graduate with 50 % marks from a recognised University and more than 10 years of service in Defence/para-military forces.

Desirable Qualifications: Successful completion of a course in Fire Fighting and Security from a recognized institution..

Upper Age Limit : 35 Years

Job Requirements: The incumbent will report to Senior Manager and will be responsible for round the clock security of the entire institute situated in 100 acres area with its equipments and other assets.

- (iii) **Asst Manager Office & Estate - 1 Post (UR) Level 7 in Pay matrix (7th CPC)** (PB:2 GP 4,600/- pre-revised) on direct recruitment basis.

Essential Qualifications: Graduate with post-Graduate diploma in HRD/Personnel Management /Finance or Post graduate degree in management/finance from a recognised Institute /University with 5 years of experience in Administration/ Establishment/ Accounts/ Stores/Purchase in a Govt. Organisation of repute.

Desirable Qualifications:

(i) Knowledge of administrative/accounting rules and regulations in Scientific organizations, computer applications/ Management Information System.

(ii) Experience in handling R&D organisation.

Upper Age Limit : 35 Years

Job Requirements: To look after administration / finance section under the overall supervision of Senior Manager (Admin & Finance).

- (iv) **Librarian - 1 Post (UR) Level 6 in Pay matrix (7th CPC)** (PB:2 GP 4,200/- pre-revised) on direct recruitment basis.

Essential Qualifications: Bachelor Degree in Library Science /Documentation or its equivalent grade with minimum of 50 % marks from any recognised University/Institute with minimum of 3 years of experience in Library/informatics works in any Library of a reputed Organisation with excellent communication skills in Hindi & English.

Desirable : Experience in handling R&D organisation.

Upper Age Limit : 30 Years

Job Requirements: To establish and maintain the library of the Institute under overall supervision of faculty incharge.

- (v) **Farm Manager - 1 Post (UR) Level 6 in Pay matrix (7th CPC) (PB:2 GP 4,200/- pre-revised)** on direct recruitment basis.

Essential Qualifications: Graduation in Animal husbandry / horticulture or Masters in Life Sciences with minimum of 50 % marks

Desirable : Experience of handling of herd of farm and large animals and their day to day upkeep in research organisations or reputed farms.

Upper Age Limit : 30 Years

Job Requirements: To look after all the animals kept in the animal farms, maintenance of animal data and other job assigned by the competent authority.

General Information and Conditions:

1. The positions carry usual allowances as admissible to the Central Government Employees of the same pay and status posted at Hyderabad.
2. Appointment will be made initially on probation period of two years which may be extended or curtailed at the discretion of the Competent Authority. Further continuation will depend on candidate's performance during the initial period of probation.
3. The applicants in Government/Semi-government organizations/ public sector undertaking/ autonomous organizations shall have to submit a 'No Objection Certificate' from the present employer either with application form or at the time of Interview, if shortlisted. Such applicants shall not be interviewed in case of their failure to produce the 'NOC'.
4. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
5. Age limits shall be reckoned as on the closing date for receipt of application.
6. Reservations as per the Government of India norms in respect of SC / ST / OBC / PWD/ Ex -serviceman etc. will apply. Candidate may specify the category they belong to and attach documentary proof in case they belong to SC / ST / OBC / PWD/ Ex -serviceman etc category.
7. **The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC as per the Government orders in force only in those cases where the posts are reserved for respective categories**, on production of relevant certificates in the prescribed format signed by the specified authority at the time of interview. The OBC candidates should produce the prescribed certificate valid for employment under Central Government. Age relaxation for Persons with Disabilities (PwD) falling under the following categories : UR-10 years, OBC-13 years, SC/ST-15 years. For ex-servicemen, as per Government of India norms. The position at SI No (iii) Asst Manager Office & Estate - 1 Post (UR) Level 7 in Pay matrix and SI No (iv) Librarian Level 7 in Pay matrix are suitable for being filled from PWD with minimum 40 % of disability if candidates with PwD are found suitable, they may be appointed against these positions though these positions are specifically not reserved.

8. The age limit may be relaxed for the staff working at NIAB, in case otherwise found suitable.
9. Experience for the positions mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.
10. **Mere fulfilling minimum qualifications will not entitle a candidate for being called for written/skill test and / or interview which will depend upon the decision of the competent authority.**
11. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification and experience. The decision of the Controlling Authority will be final in this respect.
12. Only shortlisted candidates will be called for written test and / or interview as decided by the competent authority.
13. Candidates called for written test and / or interview will be paid single second class rail fare from the actual place of undertaking the journey or from the normal place of residence whichever is nearer to Secunderabad 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.
14. Incomplete applications and/or the applications received after the last date are not likely to be considered.
15. An application fee, as per the following details, is payable through a crossed Demand Draft drawn on any nationalised bank and valid for at least 3 months in favour of "National Institute of Animal Biotechnology, Hyderabad" payable at Hyderabad, preferably Punjab National Bank, Gachibowli (Code No.PUNB0498700), Hyderabad.

Applying for ->	Sup. Engineer position SI No (i)	For all other positions from SI No (ii) to (v)
Unreserved candidates	Rs 500/-	Rs 200/-
SC/ST/OBC/Women candidates	Rs 300/-	Rs 100/-

16. **How to apply**
 - (a) Eligible candidates are required to apply ONLINE through our website www.niab.org.in
 - (b) The candidate needs to register on the website with username and password along with valid email id. Already registered candidates, may login with the existing username and password
 - (c) Online Application will be available on website www.niab.org.in from December 2, 2017

- (d) After online submission, candidates should take a print out of the computer generated application form, paste a recent passport sized photograph and sign on each page of the form & on the photograph.
- (e) This computer generated application form (print-out) duly accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience, reprints of publications and caste certificate (if applicable) along with Demand Draft for Rs.500/-, if applicable, should be sent in an envelope super-scribing "APPLICATION FOR THE POST OF" by post to the **Senior Manager, National Institute of Animal Biotechnology, D No. 1-121/1, 4th and 5th Floors, Axis Clinicals Building, Miyapur, Hyderabad, Telangana, India - 500 049** on or before the prescribed last date.
- (f) Mere submission of online application without hard copy (vice versa) will not be considered. Please note that the application without signature, or those received after due date or incomplete in any other aspect will be summarily rejected.

(g) Important dates

Date of commencement of online applications	: 2 December 2017
Last date for receipt of on-line applications	: 1 January 2018 by 5 PM
Last date for receipt of printout of online applications	: 5 January 2018

Sd/-Sr Manager, NIAB