



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
Tel: +91 40 2304 9403; Fax: +91 40 2304 2740; Email: admin@niab.org.in; Web: www.niab.org.in



Advertisement No. 9/2017
Recruitment of Senior Manager (Admin & Finance)



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 position on **direct recruitment basis** :

1. Senior Manager (Admin & Finance) - 1 Post (UR)

A) Pay Scale : Level-12 in the Pay matrix (PB:3 GP 7,600/- pre-revised)

B/ Essential Qualifications: Post Graduate in HRD/Personnel Management or MBA (HR/Finance) from a recognised Institute /University with 7 years of experience in Administration/ Establishment/Finance/Accounts/Stores and Purchase in a Govt./ Autonomous / Organisation.

C) Desirable :(i) Knowledge of administrative/finance rules and regulations in scientific organizations, computer applications/ Management Information System.
(ii) Experience in handling of R&D organisation.

D) Upper Age Limit : 45 Years

E) Job Requirements: The incumbent will function as Head of Administration and Finance & Accounts and will be responsible for all administrative and financial matters including procurements. He will assist the Director in all the above matters in accordance with the rules and regulations of the society. He should handle establishment, recruitment, vigilance, stores & purchase, general administration, security etc. Assist/convene meetings of society, Governing Body, Finance Committee, Building Committee etc and liaise between Director and nodal officer, DBT and all concerned officials of DBT and other Government agencies as the time demands.

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 at the discretion of the Competent Authority. Further continuation will depend on candidate's performance during the initial period of probation.
3. Applications from employees working in Government Departments, Public Sector Undertakings and Government funded 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.
4. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
5. Reservations as per the Government of India norms in respect of SC / ST / OBC / PWD etc. will apply.
6. Age limits shall be reckoned as on the closing date for receipt of application.
7. **The upper age limit is 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 upto the extent of service rendered in defence forces (Army, Navy & Air Force) plus 3 years.
8. The age limit, qualification, experience and other requirements may be relaxed at the discretion of the competent authority, in case of candidates who are otherwise found suitable.
9. Reservation for persons with disability (PWD) will be in accordance with section 33 of Disabilities Act, 1995 will apply.
10. Experience for the positions mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.
11. **Mere fulfilling minimum qualifications will not entitle a candidate for being called for written test and / or interview which will depend upon the decision of the competent authority.**
12. 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.
13. Only shortlisted candidates will be called for written test and / or interview as decided by the competent authority.

14. 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.
15. Incomplete applications and/or the applications received after the last date are not likely to be considered.
16. An application fee of Rs.500/- 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. **(SC / ST / PWD / Women candidates/ departmental candidates are exempted from payment of application fee).**
17. **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 19-8-2017
- (d) An application fee of Rs.500/- 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. **(SC / ST / PWD / Women candidates/ departmental candidates are exempted from payment of application fee).** The following details must be filled on back side of Demand Draft:
- i. Advertisement Number
 - ii. Candidate’s Name
 - ii. Category
 - iii. Post Applied for
- (e) 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.
- (f) 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 “APPLICATON FOR THE POST OF SENIOR MANAGER (Admin & Finance)” by post to the **Director, 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.**

(g) 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.

(h) Important dates

Date of commencement of online applications : 19 August 2017

Last date for receipt of on-line applications : 18 September 2017 by 5 PM

Last date for receipt of printout of online applications : 23 September 2017

Sd/-
Director, NIAB