



National Agri-Food Biotechnology Institute

(An autonomous institute of the Department of Biotechnology,
Ministry of Science and Technology)

Knowledge city, Sector-81, Mohali (Punjab), India-140306

www.nabi.res.in



RECRUITMENT OF THE ADMINISTRATIVE AND TECHNICAL STAFF DIRECT RECRUITMENT BASIS ADVERTISEMENT NO: NABI/ADMIN/1(001)/2022-23-01/Rectt]

National Agri-Food Biotechnology Institute (NABI), Mohali, is an autonomous R&D Institute of the Department of Biotechnology, Ministry of Science and Technology, Government of India. The institute has a state-of-the-art facility in translational research areas at the interface of Agricultural Biotechnology and Food & Nutritional Biotechnology.

NABI invites applications from the Indian Citizens for filling up the administrative and technical positions on direct recruitment basis, as per details provided below:

<u>Sr. No.</u>	<u>Name of the Post</u>	<u>Post Code</u>	<u>No. of Posts & Category</u>	<u>Age Limit</u>	<u>Level as per 7th CPC</u>	<u>Essential Qualification</u>
<u>ADMINISTRATIVE POSITIONS</u>						
01	<u>Sr. Private Secretary</u> <u>Job description:</u> - The Sr. Private Secretary will be responsible for complete secretarial work of Executive Director (ED) such as assetting appointments for meeting, managing schedules, liaisioning with central/state Ministries/Deptt/Organizations arrangement of meetings, preparing tour programmes, and other scheduled events, record minutes of meeting, maintenance of records, files,	2001	01 (UR-01)	35 Years	08 (Rs 47600- 151100)	Graduate degree with MBA in any discipline from a recognized Institute/University and minimum six years of experience in Level 6 & above or equivalent and having regular service experience in Office Management /Administration /Secretarial work/ Good speed in English /Hindi shorthand and typing with good communication skills and having worked in Central Government/State Governments / Universities / Public Sector Undertakings/ Government funded research organizations / Institutions in Level 6/7 for 06 years.

	appointments, maintenance of performance records of staff, handling confidential documents, preparation of brief of cases put up to ED etc.					<p>Desirable: -</p> <p>Knowledge of modern management practices, computer application/management information system. Working knowledge of stenography, drafting, noting and record keeping management.</p>
02	<p><u>Management Assistant</u></p> <p><u>Job description: -</u></p> <p>The candidate should assist the Stores and Purchase Officer of the institute in handling the matters related to the Stores and Purchase section of the institute.</p>	2002	01 (OBC-01)	30 Years *	06 (Rs 35400- 112400)	<p>Graduate degree in any discipline from a recognized Institute/University or equivalent with 02 years' of regular service experience in Level 5 or equivalent or 03 years of regular service experience in Level 4 or equivalent in the Central Government, State Governments, Central / State Government Universities/Autonomous Institutions, Public Sector Undertakings.</p> <p><u>OR</u></p> <p>MBA with 02 years' experience in reputed firms.</p> <p>The candidate is desired to have experience in handling stores and purchase matters at similar level in Central /State/ Autonomous /Statutory organization/ PSUs/Govt. funded universities</p>

TECHNICAL POSITIONS

<u>Sr. No.</u>	<u>Name of the Post</u>	<u>Post Code</u>	<u>No. of Posts & Category</u>	<u>Age Limit</u>	<u>Level as per 7th CPC</u>	<u>Essential Qualification</u>
03	<p><u>System Analyst</u></p> <p><u>Job Description:</u></p> <p>The candidate will be responsible for installing and configuring operating system and middleware/other software onto servers which are part of a cluster/grid, monitoring the status of such resources, taking corrective measures if necessary to ensure maximum uptime and availability and resolving/clarifying queries and issues that users of the system are likely to raise. The candidate will be fully responsible for management of High Performance Computing facilities, User support (Linux) in an HPC environment, Scientific Applications support, Linux based Systems Administration.</p> <p>Performing root cause analysis, system performance analysis and troubleshooting.</p>	2003	01 (UR-01)	35 Years	10 (Rs 56100- 177500)	ME/MTech/PhD in Computer Science/ Information Technology /Bioinformatics or equivalent with 04 years of experience in big data analytics, bioinformatics analysis, database development and management or BE/ B-Tech in Computer Science/ Information Technology/ Bioinformatics or equivalent with 06 years' of experience in big data analytics, bioinformatics analysis, database development and management.

04	<p><u>Senior Technical Officer</u></p> <p><u>Job Description:</u> The Senior Technical Officer will be responsible for running and maintenance of all the instruments at the Central Instrumentation Facilities of the institute.</p>	2004	01 (UR-01)	35 Years	10 (Rs 56100- 177500)	<p>BVSc/BTech/BE(Biotechnology /Instrumentation/Food Technology) OR equivalent with 04 years of relevant experience OR MVSc/MTech/ME in (Biotechnology/Instrumentation/Food Technology/Food and Nutrition) with 02 years of relevant experience.</p> <p><u>Desirable:</u> Knowledge of Bio-analytical techniques, laboratory safety and quality assurance to support ongoing and future projects.</p>
05	<p><u>Assistant Engineer</u></p> <p><u>Job description:-</u></p> <p><u>For Civil Position</u> The Assistant Engineer will be responsible for preparation of project estimates, design, tender documents related to civil works. Operation & Maintenance of civil & public health related works, Estate works, STP, ETP etc. national construction practices including CPWD, NBC codes. Knowledge of Auto CAD, Liaisoning with other govt department like pollution control board, Urban Development Authority.</p> <p><u>Job description:-</u></p> <p><u>For Electrical Position</u> The Assistant Engineer will be responsible for preparation of project estimates, design, tender documents</p>	2005	02 (OBC-01) (UR-01)	30 Years *	07 (Rs 44900- 142400)	<p><u>For Civil position:</u> B.Tech / BE (Civil) / AMIE degree in Civil Engineering with 03 years' experience related to civil works, campus infrastructure planning and maintenance in Central Government/State Governments/ Universities/Public Sector Undertakings/ Central and State Government Autonomous bodies or Institutions in Level 6/7 or equivalent.</p> <p><u>For Electrical Position:</u> B.Tech / BE (Electrical) / AMIE degree in Electrical/ Engineering with 03 years' experience related to electrical works, campus infrastructure planning and maintenance in Central Government/State Governments/ Universities/Public Sector Undertakings/ Central and State Government Autonomous bodies or Institutions in Level 6/7 or equivalent.</p>

	related to electrical works. Operation & Maintenance of Electrical items, HVAC items, all other Electrical related works. etc. national construction practices including CPWD, NBC codes. Knowledge of Auto CAD, Liaisoning with other govt department like pollution control board, Urban Development Authority etc.					
06	<p><u>Technical Officer</u></p> <p><u>Job Description:</u> The Technical officer will be responsible for running and maintaining Analytical Instruments including mass spectrometry equipments. This position requires strong team working skills. All duties and responsibilities will be performed according to laboratory guidelines and procedures and any other work assigned by the competent authority from time to time.</p>	2006	01 (UR-01)	30 Years	06 (Rs 35400- 112400)	BVSc/ B Tech / MSc / B Pharma in Biotechnology/ Food and Nutritional Sciences/ Technology/ Instrumentation/ Agricultural Biotechnology/ Electronics OR equivalent qualification with 02 years of relevant experience
07	<p><u>Senior Technical Assistant</u></p> <p><u>Job Description:</u> The Senior Technical Assistant will be responsible for running and maintaining of NGS Platforms, Microscopy platforms etc. This</p>	2007	02 (UR-01 EWS-01)	30 Years	06 (Rs 35400- 112400)	BVSc/ B Tech / MSc / B Pharma in Biotechnology/ Food and Nutritional Sciences/ Technology/ Instrumentation/ Agricultural Biotechnology OR equivalent qualification with 02 years of relevant experience.

position requires strong team working skills. All duties and responsibilities will be performed according to laboratory guidelines and procedures and any other work assigned by the competent authority from time to time					
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*Age relaxation shall be as per the Government of India (GOI) norms subject to the submission of supporting documents.

Application Fee:-

The application fee will be received online through 'SBI Collect'. Kindly click on the payment link for online fee deposit at NABI website. Kindly print out the payment receipt (with the successful transaction only) and upload the same in the online application form.

<u>Sr. No</u>	<u>Post</u>	<u>Post Code</u>	<u>Category</u>	<u>Application Fee</u>	<u>Application Fee for Women Candidates</u>
1	Sr. Private Secretary	2001	UR	₹ 236*	₹ 118*
2	Management Assistant	2002	OBC	₹ 118*	₹ 118*
3	System Analyst	2003	UR	₹ 590*	₹ 354*
4	Senior Technical Officer	2004	UR	₹ 590*	₹ 354*
5	Assistant Engineer (Civil/Electrical)	2005	OBC UR	₹ 118* ₹ 236*	₹ 118*
6	Technical Officer	2006	UR	₹ 236*	₹ 118*
7	Senior Technical Assistant	2007	UR/ EWS	₹ 236*	₹ 118*

Fee non-refundable.*Including GST.

General Terms and Conditions

- 1) The qualification prescribed should have been obtained from recognized Universities / Institutions.
- 2) The date for determining the age limit/research experience/qualification shall be 30 days from the date of publication of advertisement in Employment News.

3) Screening cum Selection Process:-

Applications received ONLY through the **ONLINE MODE** in the prescribed format will be considered. Incomplete applications will be summarily rejected. For the post codes viz., **2002, 2005, 2006 & 2007** selection will be based on the written test and/or Skill test.

For the Post codes Viz., **2001, 2003, & 2004**, selection will be based on the written test and/or skill test and/or interview and any other additional procedure adopted by the Screening/Selection committee.

The consideration of qualifications as 'equivalent' to the essential and/or desirable qualifications stated above shall be the sole discretion of the Screening/Selection Committee.

Please note that the prescribed essential qualifications are minimum, and the mere possession of the same does not entitle any candidate to be called for the written test / skill test / interview (if applicable). Merit-based shortlisting of the candidates will be carried out by the screening committee (on a well-defined criteria including excellent academic credentials/experience in the relevant areas). However, the institute will have the discretion to fix qualifying marks for the Written Test / Skill test /interview (wherever applicable).

Based on the outcome of the interview, a reserve panel, **in the order of merit**, may also be prepared, which will remain valid for one year from the date of the Written Test / Skill test /interview (wherever applicable).

- 4) The period of experience shall be counted after the date of acquiring the minimum essential qualifications prescribed for that post.
- 5) The upper age limit is relaxable for OBC (Non-Creamy Layer) (3 years for OBC-Non Creamy Layer) and other categories such as PwD, Ex-servicemen, if any, as per Govt. of India norms. Candidates belonging to the reserved category / EWS/Other categories must upload the relevant valid certificate issued by the competent authority along with the application. No age relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies (General Category).
- 6) For the candidates applying under the EWS category, the certificate issued by the competent authority as per the format mentioned in Annexure "A" should be uploaded (Please refer to the DoPT OM Nos. 36039/1/2019-Estt(Res) dated 31st January 2019 and amendments from time to time in this regard).
- 7) Upper age limit shall not be applicable for existing employees of the institute or any employee of the Department of Biotechnology.
- 8) In addition to the usual pay & allowances as admissible vide 7th Pay Commission in the above scales, other benefits, such as Leave Travel Concession (LTC), medical expenses, house rent allowance, transport allowance etc., shall be provided as per institute's rules.
- 9) The selected candidates will be governed by the New Pension Scheme (NPS) of Central Government amended from time to time.
- 10) The appointed candidate shall be considered 'on probation' for a period of two years, which may be extended at the discretion of the Competent Authority. Further continuation, if any, will depend on candidate's performance.
- 11) Candidate may choose to apply for more than one post by submitting a separate application for each Post.
- 12) NABI shall not be held responsible for any delay in receipt or loss of documents in postal transit or non receipt of any communication.
- 13) Employees of Govt./semi-Govt/Autonomous bodies/PSUs/Central/State universities must forward their applications through proper channel or submission of NOC along with application form. However, an advance copy of the application should be submitted through online application form by the due date.
- 14) All applications must be supported by self-attested certificates, including photograph, address, telephone, e-mail, qualifications, experience, the status of reservation etc. **Application should be properly stapled/bind with tag. No loose documents will be accepted with the application form.**
- 15) Outstation candidates called for the interview for the Post Codes : 2001/2003/2004 will be paid to and fro second-class railway fare for travel within the country on submission of the proof as per the rules.

- 16) Interim enquiries would not be entertained at any time. Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidate. The decision of NABI in all matters relating to eligibility, acceptance or rejection of the application, mode of selection and conduct of interviews will be final and binding on the candidates.
17. For any legal dispute, the courts of law at the Honourable High court of Punjab and Haryana, Chandigarh will have the jurisdiction.

How to apply:-

The eligible candidates shall apply through online mode, and the link will be available in <https://nabi.res.in/site/career?category=Mq%3D%3D> and also upload the supporting documents as per the given format. Applications received in any mode other than online will not be accepted. **The last date of receipt of the online application is 26th September, 2022 (1700 Hrs IST) for all the candidates including far flung areas.**

Further, the candidate should take the printout of the submitted online application form and send to us along with all the uploaded documents and two passport size photographs. The same should reach NABI on or before **06th October, 2022 (1700 Hrs IST).**

Candidates from far fung areas viz., Andaman & Nicobar and Lakshadweep Island, States/Union Territories in the North-Eastern region, Ladakh region of J&K, Sikkim, Subdivision Chamba and Lahaul and Spiti districts of Himachal Pradesh will be required to submit the online application by **26th September, 2022 (1700 Hrs IST)**. However, the hard copies of the submitted online application form along with uploaded documents and two passport size photographs should reach on or before **17th October, 2022 (1700 Hrs IST)** to the following address for the above-mentioned geographic locations.

Before sending, the candidate should ensure that all the documents are self-attested.

The hard copies of the complete applications for all the candidates should be sent to the following address superscribing "APPLICATION FOR THE POST OF _____ and POSTCODE _____ on the envelope

Manager Administration
National Agri-Food Biotechnology Institute
Knowledge City, Sector-81,
Mohali-140306, Punjab
India.

It is advised to keep the following scanned documents ready before filling out the online application form

(It is suggested to scan the documents from your originals)

- 1) Photograph
- 2) Signature
- 3) Proof of date of birth
- 4) Certificates for the educational qualifications.
- 5) Experience certificates
- 6) Category certificate, if any
- 7) Any other information

If any technical assistance is required with regard to the submission of the application, the candidate may contact the ICT team through techasstnabi@gmail.com or call +91-172-5221193/164/163

Amendments/Corrigendum in the advertisement, if any shall be available on the NABI website. Before applying, candidates may refer to the NABI website.

To know more about 'National Agri-Food Biotechnology Institute', kindly visit our website www.nabi.res.in.

GOVERNMENT OF
(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)
INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.....

Date.....

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari Son/daughter/wife of permanent resident of Village/Street Post Office District in the State/Union Territory Pin Code whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income* of his/her „family*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year..... His / her family does not own or possess any of the following assets***;

- I. 5 acres of Agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size Attested photograph of the applicant

Seal of the office.....

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Signature with

Name: -

Designation: -

*Note: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term “Family” for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

***Note 3: The property held by a “Family” in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.