

NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS



P.O.: N.S.S., Kalyani 741251, West Bengal, INDIA

Advertisement No: NIBMG/Admn/Estb/Rectt/2019-20/221

Date : 27/08/2019

RECRUITMENT NOTIFICATION

The National Institute of Biomedical Genomics (NIBMG) is an Autonomous Institute of the Government of India, under the aegis of the Department of Biotechnology. This is the first Institution on India explicitly devoted to research, training, translation, service and capacity building in biomedical genomics. Details of the Institute are available at www.nibmg.ac.in

Applications are invited from suitable candidates for the following position.

Post ID	Post	No. of Vacancy	Category
1903	Senior Manager (Administration & Finance)	One (01)	UR

1. Interested eligible candidates, as per detailed job specifications, should apply in the prescribed application format through "SPEED POST/ COURIER SERVICE" only.
2. Hard copy of the application and the enclosures should be sent to the address mentioned below in an envelope by **SPEED POST/ COURIER SERVICE** only.

To
The Director,
National Institute of Biomedical Genomics,
P.O.: NSS,
Kalyani- 741251,
West Bengal.
India.

On the top of the envelope containing the application, the following should be clearly mentioned:

"Application for the Post of Post ID-....."

3. Last date of receipt of application along with documents : **05th November 2019**.The closing date for the candidates residing abroad, Andaman & Nicobar and Lakshadweep Island, States / Union Territories in the North Eastern region, Ladakh , Jammu , Kashmir, Sikkim, Sub division Chamba and Lahaul and Spiti districts of Himachal Pradesh is **20th November 2019**

The eligibility and other details for the above mentioned post at NIBMG is stated as hereunder:

DETAILED JOB SPECIFICATIONS:

Post ID - 1903	Senior. Manager (Administration & Finance)
Nature of Post	Group 'A', Permanent (after satisfactory completion of probationary period)
Pay Band	Level 13 in Pay Matrix (7 th Pay Commission)
Upper Age Limit	Not exceeding 50 years.
Category	UR
Essential Qualification	Graduate from a recognized University and Post Graduate Diploma in Management (Personal/Material Management/Finance) / Master in Management Studies (Human Resource / Finance)/ Master of Business Administration (Human Resource/Finance/Material Management) from recognized Institute/Chartered Accountant/ICWA with 12 years of work experience.
Desirable Qualification	Practical knowledge of Modern Management Practices, Computer Application/ Management Information Systems. Candidates who have worked in Scientific Research Institutes, Teaching Institutes and persons of proven leadership qualities will be preferred. Minimum Qualifying Service in the immediate lower scale will be counted as per DOPT OM.No. AB.14017/61/2008-Estt. (RR) dated 24.3.2009.
Job Description	Will function as the overall in-charge of Administration, Engineering, Estates, Finance and Stores in the Institute. The Sr. Manager (A&F) may be entrusted by the Governing Body/Director from time to time to carry out such other responsibilities as delegated.

NOTE:-

For applicants having work experience in private companies, their monthly emoluments excluding Medical, Leave encashment and Employer's contribution towards social security shall be compared to the required salary level and will be treated as equivalent level. The same shall be verified from relevant pay certificate/certified pay slip. In addition, in case of experience in PSU where pay scales are different and not as per the specified pattern, the equivalent level will be decided considering the different hierarchical levels in the executive/officer cadre, pay scales & emoluments , period of service in different grades and position of applicant in the hierarchy . The decision of NIBMG shall be final and binding in this regard. ***Such candidates are required to provide***

all supportive details with respect to their eligibility along with their application.

RELAXATION AND CONCESSIONS:-

1. Reservation/Relaxation/Concession of candidates belonging to different categories shall be as per Government of India directives.
2. Reservation/Relaxation/Concession for SC/ST/OBC candidates (as applicable) will be subject to submission of Caste certificate in the GOI prescribed format issued by a competent authority along with the application and at time of interview, if called for.
3. SC/ST/PwD/Ex-SM candidates are exempted from payment of application fees.

SELECTION PROCESS:

The selection process shall consist of scrutiny of Applications and Short Listing, Written Test and/or Personal Interview of shortlisted candidates. Application of candidates shall be scrutinized based on the eligibility criteria and job description given and the details of experience provided by the candidates.

1. In the event of number of applications being large, Institute will adopt Short Listing Criteria to restrict the number of candidates to be called for interview to a reasonable number, only from eligible candidates by any or more of the following methods.
 - (a) On the basis of higher qualifications than the minimum prescribed in the advertisement;
or
 - (b) On the basis of Higher Experience in the relevant field than the minimum prescribed in the advertisement;
or
 - (c) By counting experience only after the acquisition of essential qualifications;
or
 - (d) By holding a Recruitment Test.

The candidate should therefore, provide complete information related to his/her qualifications and experience in the relevant field over and above the minimum qualifications. However they must ensure that all information provided is true.

“NIBMG reserves the right to raise the minimum eligibility standards/ criteria and /or to conduct a screening test, to restrict the number of candidates to be called for Personal Interview, if so required.”

The decision of NIBMG regarding scrutiny of applications and shortlisting shall be final and binding.

Appointment of selected candidates will be subject to their being found medically fit in the Pre-Employment Medical Examination and as per GOI norms.

PAY AND ALLOWANCES:

Pay & Allowances and other benefits are same as applicable to Central Government Employees posted in Kalyani/Kolkata or place of posting.

HOW TO APPLY:

1. Interested eligible candidates as per detailed eligibility criteria, should apply in the prescribed application format through “**SPEED POST/ COURIER SERVICE**” only.
2. Rs 100/- (Rupees One Hundred only) is payable by candidates (other than SC/ST/PwD/Ex-SM) towards non-refundable application fees in the form of Account Payee Demand Draft drawn in favour of “ **NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS**”, payable at Kalyani/Kolkata
3. List of essential enclosures along with Application to be sent to NIBMG:
 - a) Account Payee Demand Draft (Not applicable to SC/ST/PwD/Ex-SM candidates).Candidate should write their name , POST ID , on the reverse of the Bank Draft.
 - b) Documents related to Essential Qualification (Passing Certificates and Mark Sheets)
 - c) Documents related to Other Qualification (Passing Certificates and Mark Sheets)
 - d) Documents related to Experience (**Present as well as Previous**)
 - (i) **Experience Certificate:** - Proof of Experience indicating post held, period of service. Pay scale/emoluments and area of experience. (In respect of PSU/Govt Employees indicating revised as well as pre revised pay scales with period details).
 - (ii) Pay Certificate from concerned organizations (Govt/Public/Private Sector) in support of experience in relevant pay scale/emoluments/equivalent level)
 - (iii) Chart clearly indicating Executive/Gazetted Officer Cadre in the Organisation and position of the applicant in the hierarchy for relevant experience.
 - (iv) All proof of experience shall be self-attested by candidate.
 - (v) Candidate will have to produce the originals for verification at the time of interview, if called for.
 - e) Proof of Date of Birth (Class 10 Certificate /Birth Certificate)
 - f) Caste (SC/ST/OBC) Certificate for claiming Reservation/Relaxation/Concessions (as applicable)
 - g) Any other relevant document.

The application and the enclosures should be sent to the address mentioned below in an envelope by SPEED POST/ COURIER SERVICE only.

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4. Once applied, the applicants are advised to check the web as well as their registered e-mail regularly for any updates.

Please note that only those applications which are received in NIBMG along with documents within last date of application for the post will be treated as valid for further scrutiny.

GENERAL INFORMATION AND TERMS & CONDITIONS:

1. Only Indian Nationals of age 18 years and above are eligible to apply for NIBMG.
2. Before applying, the candidates should ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement.
3. Essential qualification should be recognized in India and from a recognized Institution or University.
4. Application fees and bank charges are non-refundable even if the candidature is rejected for any reason.
5. Wherever CGPA/OGPA or Letter Grade in a degree/diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/Institute.
6. All computations of age, qualification, experience etc. shall be as on the closing date of receipt of applications. **Traineeship period will not be counted as experience.**
7. If any certificate etc. is issued in a language other than Hindi/English, Candidates are advised to submit a certified translation of the same in either Hindi or English Language at the time of Interview, if called for.

8. Applications that are not in conformity with the requirements indicated in the advertisement, incomplete applications, without application fees (if applicable) or necessary documents as prescribed or received after the last date will be rejected.
9. Mere submission of Application does not guarantee the adequacy of candidate for being considered for further selection process. Candidature shall be considered valid only after receipt of completed application form along with application fees (if applicable) and required documents, as indicated in the **How to Apply** section by the last Date of application for the post.
- 10. NIBMG will not be responsible for any postal delay or loss of application in transit.**
11. Candidates working in Govt/ PSU/Autonomous Bodies are required to forward their application through proper channel or produce “No Objection Certificate” at the time of Interview.
12. NIBMG reserves the rights to cancel / restrict /enlarge/modify/alter the recruitment /selection process, if need so arise, without issuing any further notice or assigning any reason whatsoever.
13. Candidates selected in NIBMG may be posted anywhere in India.
14. For any further queries regarding the recruitment please send email to recruitment@nibmg.ac.in. Candidates are required to add this email id in their address book in order to avoid any email communication gap.
15. Applications are liable to be rejected at any stage of recruitment /selection process or after joining , if any information provided by the candidate is not found to be in conformity with the eligibility criteria notified or if NIBMG comes across any evidence/knowledge that the qualification /experience/and any other particulars indicated in the application /other forms/formats are not recognized/false/misleading and /or amounts to suppression of information/particulars which should have been brought to the notice of NIBMG.
16. Legal jurisdiction will be Kolkata in case of any case/dispute.
17. All information regarding this recruitment process will be made available in the Career Opportunity Section of NIBMG Website only. Applicants are advised to check the website periodically for important updates.

DIRECTOR, NIBMG