



Advertisement No: NIBMG/Admn/Estb/Rectt/SM/2025-26/304

Dated: 21/01/2026

### **RECRUITMENT NOTIFICATION**

The BRIC-National Institute of Biomedical Genomics (BRIC-NIBMG) is the first Institution in 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](http://www.nibmg.ac.in)

Application is invited from suitable candidates for the following positions.

Post ID	Post	No. of Vacancies	Category
2602	Senior Manager (Administration & Finance)	1 (One)	UR

Last date of receipt of application along with documents at NIBMG is **30 days** from the date of publication of this advertisement in Employment News and **45 days** for the candidates residing abroad, Andaman & Nicobar and Lakshadweep Island, States / Union Territories in the Northeastern region, Ladakh region of J&K, Sikkim, Subdivision Chamba and Lahaul and Spiti districts of Himachal Pradesh.

The eligibility and other details for the above-mentioned posts at NIBMG are stated as hereunder:

#### **DETAILED JOB SPECIFICATIONS (Direct Recruitment only):**

Post ID - 2602	Sr. Manager (Administration & Finance)
Number of Vacancy	01
Category	UR
Pay Level	Level 13 in Pay Matrix (7 <sup>th</sup> Pay Commission)
Nature of Post	Group 'A', Permanent (after satisfactory completion of probationary period)
Upper Age Limit	Not exceeding 50 years.
Essential Qualification	Graduate from a recognized University and Post Graduate Diploma in Management (Personal/Material Management/Finance) / Master's 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 experience.
Desirable Qualification	Should have practical knowledge of Modern Management Practices, Computer Application/ Management Information Systems. Candidates who have worked in Scientific Research Institutes, Teaching Institutes and people of proven leadership qualities will be preferred. Should show evidence of being a dynamic person and be result oriented within a clearly defined timeframe.

	<p><b>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.</b></p> <p><b>Pay slip/Pay certificate has to be provided by the candidate at the time of initial application in support of the claim.</b></p>
Job Description	<p>The selected officer will be responsible for implementing institutional policies and meeting the requirements for administrative, financial, estate, engineering, documentation, stores and purchase procedures. She/he will be the senior most officer of institute's administration/management affairs and is hence expected to handle planning, coordination, direction and implementation of all administrative plans and programs of the institute. She/he should also be responsible to provide inputs/ support for policy making/decision making bodies such as Governing Body and Finance Committee meetings including drafting the agenda, taking minutes and preparing the action taken reports, whenever asked to do so by the Director. She/he will also carry out other responsibilities as delegated by the Director of NIBMG from time to time.</p>

#### **NOTE: -**

For applicants who have 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 work 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 level 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.

#### **SELECTION PROCESS:**

The selection process shall consist of scrutiny of Applications, 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 receipt of large number of applications, 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 before or 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."***

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. The pay and allowances etc. are presently admissible as per the recommendations of 7<sup>th</sup> Pay Commission of the Govt. of India. Other benefits include NPS, Medical Reimbursement, LTC, etc. as per rules of the Govt of India applicable to permanent employees of NIBMG. **Accommodation is available inside the campus.**

#### **HOW TO APPLY:**

1. Interested eligible candidates, as per detailed job specifications, should apply to the email ID: [recruitmentsSM2026@nibmg.ac.in](mailto:recruitmentsSM2026@nibmg.ac.in), with subject line "***APPLICATION FOR THE POST OF SENIOR MANAGER (ADMINISTRATION AND FINANCE) (Post ID- 2602)***" along with below mentioned documents as a **SINGLE PDF OR ZIP FILE ATTACHMENT:**
  - a) CV of the Applicant
  - b) Documents related to Essential Qualification
  - c) Documents related to Desirable Qualification
  - d) Documents related to Other Qualification
  - f) 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) Most Recent Pay Certificate from concerned organizations (Govt/Public/Private Sector) in support of experience in relevant pay scale/emoluments/equivalent level etc.)
    - (iii) Candidates will have to produce the originals for verification at the time of interview, if called for.
    - (iv) Proof of Date of Birth (X class Certificate /Birth Certificate/Valid passport)
    - (v) Caste Certificate for claiming Reservation/Relaxation/Concessions (as applicable)
    - (vi) Any other relevant documents.
2. 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 via email-ID as above 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 are eligible to apply for NIBMG.
2. Before applying, the candidates should ensure that he/she fulfills 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. The experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post. **Traineeship period will not be counted as experience.**
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.
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 application without necessary documents as prescribed or received after the last date will be rejected.
9. Mere submission of Application, fulfillment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for selection process. Candidature shall be considered valid only after receipt of completed application and required documents, as indicated in the **How to Apply** section by the last Date of application for the post.
10. Only the candidates shortlisted by the duly constituted Screening Committee will be called for the next step in the selection process. The decision of the Institute regarding the selection process shall be final and binding.
11. Candidates working in Govt/ PSU/Autonomous Bodies/Universities or equivalent are required to forward their application through proper channel or produce **"No Objection Certificate"** at the time of Interview.
12. NIBMG reserves the right 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. DISQUALIFICATION OF CANDIDATE FOR APPOINTMENT TO THE SERVICE ON REGULAR BASIS OR ENGAGEMENT ON CONTRACT BASIS AT ANY POINT OF TIME IF THE PERSON**

- has entered into or contracted a marriage with a person having a spouse living. or
- is having a spouse living, has entered in or contracted a marriage with any other person,
- whose character and antecedent have been objected by District Magistrate & Collector or whose identity has not been established by the Police.

### **15. REVOCATION OF APPOINTMENT** can be done at any stage during the period (without notice) or during service (after the expiry of period of 14 days from the issue of show cause notice and the same received by the employee) if the appointed person at any stage before or after appointment has:

- I. Withheld information, given any false information, or provided false certificates/testimonials so as to secure appointment through wrongful means or intent.
- II. lied under oath.
- III. has been convicted of a criminal offence under Criminal Procedure Code and awarded punishment under any of the provisions of Indian Penal Code.
- IV. indulged in activities which are prejudicial to the interests of the STATE.

16. For any further queries regarding the recruitment please send an email to [office.director@nibmg.ac.in](mailto:office.director@nibmg.ac.in). Candidates are required to add this email in their address book in order to avoid any email communication gap.
17. Candidates 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/format s are not recognized/false/misleading and /or amounts to suppression of information/particulars which should have been brought to the notice of NIBMG.
18. In case of any dispute, the **jurisdiction of High Court, Calcutta**, shall be recognized.
19. Canvassing in any form will lead to disqualification.
20. Candidates are required to produce Vigilance Clearance Certificate from the present employer at the time of Interview.
21. 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**