



# नवोन्मेषी एवं अनुप्रयुक्त जैव - प्रसंस्करण केंद्र (सी०आई० ए० बी०)

(जैव प्रौद्योगिकी विभाग के तहत एक राष्ट्रीय संस्थान)

विज्ञान एवं प्रौद्योगिकी मंत्रालय (भारत सरकार)

## CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING

(A National Institute under Dept. of Biotechnology,  
Ministry of Science & Technology, Govt. of India)

C-127, 2<sup>nd</sup> Floor, Phase VIII, Industrial Area, S.A.S. Nagar, Mohali-160 071 (Pb).

वेबसाइट/Website: [www.ciab.res.in](http://www.ciab.res.in)

फोन /Tel: 0172-4990232, फेक्स/Fax: 0172-4990204

### REQUIRES ADMINISTRATIVE AND TECHNICAL STAFF (Direct Recruitment)

#### ADVERTISEMENT NO: CIAB/24/2016-Rectt.

**Last Date to Apply** : Applications to reach CIAB by 04-07-2016

**Method of Application** : Hard Copy and as per Prescribed Format

Application format, details of the vacancies etc. can be downloaded from the institute websites: [www.ciab.res.in](http://www.ciab.res.in) under heading "Vacancies".

Center of Innovative and Applied Bioprocessing (CIAB) is an autonomous national institute under Department of Biotechnology (Govt. of India). The institute is currently operational from its interim facility at 2nd Floor, C-127, Phase VIII, Industrial Area, S.A.S. Nagar, Mohali-160 071 (Punjab), while its full-fledged regular campus is coming up at Knowledge City at Mohali. This futuristic innovation institute of its own kind in the country has a mission of advancing knowledge, leads and emerging technologies/processes relevant to agri-food sector towards applications and products. It aims to link them with societal benefits through catalysing/promoting entrepreneurial action around bioprocesses, bio-products, value-addition to bioproducts etc. with special reference to the agri-food sector. Currently, the four major mandated R&D areas in hand at the institute are (A) Value Addition to Primary Processing Residues/ Wastes for Edible Products; (B) Valorisation of Crop Waste for Speciality Products and Chemicals; (C) Nutritionals, nutraceuticals and upgradation of value or use of bio-products, (D) Biosynthetic technology/synthetic biology for low volume-high volume products and industrial enzymes. The institute invites applications for technical and administrative positions as detailed below:

Sr. No.	Name of the Post	Number of Posts	Pay Band
1.	Assistant Engineer (Civil)	01 (UR)	PB-2, 9300-34800 + Grade Pay - Rs. 4,600/-
2.	Technical Officer (Biotechnology)*	01 (UR)	PB-2, 9300-34800 + Grade Pay - Rs. 4,200/-
3.	Management Assistant (ICT & Communication Protocol Management)	01 (UR)	PB-2, 9300-34800 + Grade Pay - Rs. 4,200/-
4.	Assistant (Administration)	01 (UR)	PB-2, 9300-34800 + Grade Pay - Rs. 4,200/-

\* The candidates who had applied earlier for the post (vide advertisement no. CIAB/14/2015-Rectt.) are required to apply again.

## **1. Assistant Engineer (Civil) – One Post (UR)**

Age Limit: 30 Years

### **Essential Qualifications:**

AMIE or B. Tech Degree or B.E. Degree in Civil Engineering with working experience of at least 3 years on regular pay scale basis in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200/- or Diploma in Civil Engineering with working experience of at least 6 years on regular pay scale basis in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200/- in Central or State Govt. or public funded autonomous organizations/institutes/universities.

### **Desirable:**

Experience of having worked in establishment of new institution or experience profile of working in research/academic/educational institutions in Govt. or Public Sector.

## **2. Technical Officer (Biotechnology) – One Post (UR)**

Age limit: 30 Years

**Essential Qualifications:** At least Master's degree with first class (60% marks or equivalent) in biotechnology with at least one year experience of research in the area of molecular biology covering gene cloning and expression in heterologous system, over-expression in homologous system, recombinant proteins / recombinant enzymes etc. The experience should be uninterrupted in a single organization for at least full one year.

### **Desirable:**

- (a) Ph.D degree completed or Ph.D. Thesis submitted in Biological Sciences with dissertation in relevant area as above.
- (b) Evident practical skill sets in multiple techniques related to protein / enzyme biochemistry and molecular biology.

## **3. Management Assistant (ICT & Communication Protocol Management) – One Post (UR)**

Age limit: 30 Years

### **Essential Qualifications:**

Graduate in Science/Engineering in Electronics/Computer Science/Information Technology or equivalent from a recognized University / Institute with at least 3 years of regular service experience in PB-1 with Grade Pay of Rs. 2400/- or equivalent in Information & Communication Technology (ICT) and Communication Protocol Management in Central or State Govt. or public funded autonomous organizations/institutes/universities.

### **Job skills required**

- ❖ Hands-on experience on Windows Server 2003/2008/2012 and Linux server to work and manage role as Web Server with internal hosting, Antivirus Server, Official Email server with in-house hosting.
- ❖ Proven experience in administering Active Directory, DNS and DHCP.
- ❖ Liaising to manage multiple Internet service providers to achieve maximum uptime for the organization and to enrolled forward & reverse entries for in-house hosted domain, sub domains or scientific online public portals etc. at ISP DNS server.

- ❖ Proficiency in Windows 2008/2012 Operating Platforms, Storage (SAS/SATA), Backup and Recovery, and Server Virtualization Technologies.
- ❖ Configure and maintain the organization's network LAN/WAN/Wireless.
- ❖ Manage network security tools, e.g., firewall, anti-virus and intrusion detection systems to ensure organization internal network safe from outside attacks such as DDOS attacks, DNS poisoning, Phishing Attack, Spoof attack etc.
- ❖ Hands-on experience of Management of POP (point of presence) location.
- ❖ Working experience on Optical Fibre cable network for campus network and last mile connectivity with troubleshooting on OFC, Mux and transmission equipment's.
- ❖ Installation, configuration and maintain network hardware, for example, Cisco routers and switches and wireless equipment.
- ❖ Identify, troubleshoot, solve and document network connectivity and performance issues to ensure optimal speed and availability of network.
- ❖ Maintenance and development of official websites and intranet portal and to help scientific staff to build up scientific online portals.
- ❖ Working experience on graphic designing software's such as Photoshop, Corel draw etc.
- ❖ Advanced knowledge of systems administration, and in-depth experience in a mixed computing environment. This includes being able to specify, implement and document best-practices standards for systems administration related to backups, architecture, security, high-availability solutions, monitoring and procedures.
- ❖ Communication protocol management including large-scale communications for events, programs, feedback, counselling and general protocols of interactions, counselling – Audio-Visual arrangements as well as in person.
- ❖ Other regular protocol operations of the institute as well as SOS for institute needs.
- ❖ Multi-tasking responsibilities of documentation like software licencing and renewal used for organization and official records for audit purpose.
- ❖ Other responsibilities assigned from time to time.

**Desirable:**

- (a) Any Certification from CISCO (CCNA/CCNP)
- (b) Any diploma in Computer Science.
- (c) Any Degree in Management

**4. Assistant (Administration) – One Post (UR)**

Age limit: 30 Years

**Essential Qualifications and Experience:**

Graduate with at least 3 years of regular service experience in PB-1 with Grade Pay of Rs. 2400/- or equivalent in administration & establishment matters in Central or State Govt. or public funded autonomous organizations/institutes/universities.

**Desirable:**

- (a) Experience or exposure to CCS Rules & Office Procedures.
- (b) Functionally conversant with computer applications and Management Information System.

### Selection Process:

1. The applications received against the advertised positions would be screened by a Screening-cum-Shortlisting Committee constituted for the purpose.
2. The candidates from amongst the eligible candidates may be short-listed by the Screening-cum-Shortlisting Committee on the basis of qualifications (including profile of ranks and/or percentage across academic stages), duration, nature and quality of experience etc.
3. A candidate may not be short-listed, despite meeting the eligibility criteria and short-listing criteria if the time/notice required to join the position (if selected), indicated by the applicant in the application is too long to be affordable for this new institute in view of the institutional needs for the specific position(s). Even when a candidate is selected and fails to join by joining time indicated in the appointment letter, the appointment may be cancelled at any time after the lapse of time without any consideration of a response or no response at all from the selectee to the communication(s) of CIAB related to the appointment.
4. A candidate may not be shortlisted in case of incomplete application on any account or for lack of clarity in any respect, particularly with respect to those of assessment, examination or evaluative nature or domain.
5. The Screening-cum-Selection Committee would make a decision as to the number of candidates to be recommended for calling for written test with respect to each position.
6. **As per instructions of Govt. of India, there will be no interview for the Group C and Group B (Non-Gazetted) posts. However, the candidates will be required to appear in the Skill Test/Screening Test/Written Test as per schedule to be notified later.**
7. The short listed candidates would be called to appear a written test for the final selection except for the position of Assistant Engineer (Civil), where the shortlisted candidates would be interviewed by a committee.
8. In the event of none of the interviewed candidates is found suitable or none of the candidates qualifies the written test, the post(s) would not be filled.
9. Higher standards of educational degree level and/or period of experience may be set to shortlist the candidates from within the list of eligible candidates.
10. **Mere fulfilment of essential qualifications and experience does not entitle a candidate to be called for interview / written test. CIAB reserves the right to devise criteria to screen the applications for short-listing of candidates for interview / written test and the decision of the CEO, CIAB shall be final and binding on all applicants.**

### General Conditions/Information

1. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
2. The date for determining the age, experience, qualifications etc. shall be the last date of receiving applications at Center of Innovative and Applied Bioprocessing (CIAB).
3. Relaxation of age shall be as per Government of India Rules. However, Competent Authority may also further relax the upper age limit for exceptionally deserving

candidates.

4. In addition to the above pay/emoluments as per 6th Pay Commission in the above scales, other benefits such as Leave Travel Concession, Medical expenses, House Rent Allowance, Transport Allowance etc. are also available as per Government of India rules.
5. Higher start within the scale is possible for a deserving case.
6. Candidates on direct selection shall be governed by New Pension Scheme of Central Government made effective from 01-01-2004.
7. The appointee would be on probation for a period of two years which may be extended or curtailed at the discretion of the Competent Authority. Further, continuation will also depend on candidate's performance during the initial period of five years (including probation) and as such, the candidate will be deemed to be on contract for an initial period of five years.
8. At the time of joining, the candidate will have to withdraw any other application(s) that he/she may have submitted elsewhere for employment.
9. Application must be complete in all respects and as per the prescribed format that can be downloaded from website of Center of Innovative and Applied Bioprocessing or ([www.ciab.res.in](http://www.ciab.res.in)) under the heading "Vacancies".
10. The vital point information like designation, organization, previous employment profile, scale and band of pay and grade pay, type of pay scale like central Govt. (CDA) or Industrial (IDA) and equivalent CDA in case of later, nature of duties etc. must be given in full, failing which the application may be summarily rejected without any further follow up, whatsoever.
11. The application(s) must be submitted as per format including signed supplementary format(s) of synopsis and other information. The applications not in the prescribed format and not accompanied by the synopsis sheet may be rejected.
12. In case of applicants from public sector/Govt. organizations/institutions, the application must be forwarded through proper channel. However, to avoid delay in application, an advance copy of the application may be submitted directly. The advance copy will be considered if followed by application sent through proper channel or on production of NOC from the Department at the time of test.
13. All applications must be accompanied by attested copies of all certificates with respect to age, qualifications, experience, etc.
14. In case a selected candidate is already employed in a permanent post, his/her request for pay protection will be considered as per Government of India rules, regulations and guidelines.
15. All Ambiguous/Inaccurate/Incomplete or insufficient information including about qualifications, experience, pay/emoluments, duration etc. may also lead to cancellation of applications.
16. The above positions are open only to Indian Nationals.
17. Outstation candidates called for the interview/written test will be paid to and from second class railway fare, as per Government rules, on presentation of the proof of travel.
18. In case of insufficient response to this advertisement in terms of number of eligible applicants against any position, the applications received against said position(s) may not at all be processed further. No any intimation etc. would be given to the applicants nor would such queries be entertained.
19. In case, the Selection committee finds nobody suitable in the interview or nobody qualifies the written test, the positions would not be filled in this recruitment exercise.
20. One or more or all of the positions advertised herein may not be filled at all or in this

instance, depending upon the institute's priorities, and the process of selection may be terminated at any time and with no specification of likely chance, date or statement of its resumption as a fresh round of exercise.

21. The institute would have the sole discretion whether to make a recruitment on a position or not at any stage.
22. The institute has full rights to vary the number of posts in each case.
23. Interim enquiries would not be attended.
24. Bringing in any influence in the recruitment process would lead to disqualification of the candidature(s).

### **Important**

- The applications must be submitted in the prescribed format which is available at the Institute's website under heading "Vacancies" accompanied by attested copies of certificates, testimonials in support of age, educational qualifications, experience, etc. should be sent (**by registered or speed post only**) to the Administrative Officer, Center of Innovative and Applied Bioprocessing, 2nd Floor, C-127, Phase-VIII, Industrial Area, SAS Nagar, Mohali, Punjab-160071 (India) super-scribing "**APPLICATION FOR THE POST OF \_\_\_\_\_**" on the envelope, so as to reach on or before by **04-07-2016. Applications in person or by hand or through courier will NOT be accepted.**
- Completed applications must reach at the address: Chief Executive Officer (Attn: Administrative Officer), Center of Innovative and Applied Bioprocessing (CIAB), C-127 (2<sup>nd</sup> Floor), Phase-8, Industrial Area, S.A.S. Nagar, Mohali-160071, Punjab, by **04-07-2016**. The applications received after the last date due to postal or any delay will not be considered.
- All the positions are based at Mohali (Punjab) but the appointee may be liable to serve anywhere in India.
- A Synopsis-Sheet as per format given with the Standard Application Form of CIAB should be submitted along with the application form.
- Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidate.
- The decision of CIAB in all matters relating to eligibility, acceptance or rejection of application, mode of selection, and conduct of written test / interviews etc. will be final and binding on the candidates.
- In exceptionally meritorious cases or special circumstances, the eligibility requirements of age, education and experience for a position may be relaxed by the competent authority (Chief Executive Officer, CIAB).
- The applications would be received only during normal working hours and only on working days (i.e. Monday to Friday and between 0900 hrs. to 1730 hrs.).
- If the last date of receipt of applications happens to be a holiday, the immediate next working day would be the last date of receipt of applications.

"अंतरिम पूछताछ पर विचार नहीं किया जाएगा"

**"INTERIM ENQUIRY WILL NOT BE ENTERTAINED"**

(मुख्य कार्यकारी अधिकारी / **Chief Executive Officer**)