



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

(An Autonomous Institute under Dept. of Biotechnology,
Ministry of Science & Technology, Govt. of India)

Sector-81 (Knowledge City), PO-Manauli, S.A.S. Nagar, Mohali- 140306 (Punjab)

वेबसाइट/Website: www.ciab.res.in

फोन /Tel: 0172-5221400, फ़ेक्स/Fax: 0172-5221499

REQUIRES ADMINISTRATIVE STAFF (Direct Recruitment/Deputation)

ADVERTISEMENT NO: CIAB/61/2021-Rectt.

Last Date to Apply : Applications to reach CIAB by 24-05-2021

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 under heading "Vacancies".

Center of Innovative and Applied Bioprocessing (CIAB) is an autonomous national institute under Department of Biotechnology (Govt. of India) located at Sector-81 (Knowledge City), PO-Manauli, S.A.S. Nagar, Mohali- 140306 (Punjab). 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. The institute invites applications for Administrative position as detailed below:

Sr. No.	Name of the Post	Age Limit	Pay Level as per 7 th CPC	Essential Qualification and Eligibility Criteria
1.	Administrative Officer (One Post – UR)	40 years	Level-11	<p><u>Direct Recruitment:</u></p> <p>(i) MBA or Graduate with Diploma in Personnel Management from a recognized University / Institute and</p> <p>(ii) minimum of 5 years of regular service experience in administration (Establishment / Public Relations / Legal / Establishment Estate duties / Campus maintenance / Security / Management through contracting agencies) in Level-10 of Pay Matrix (PB-3 with Grade Pay-Rs. 5400/- as per 6th CPC) or 8 years of regular service experience in Level-7 of Pay Matrix (PB-2 with Grade Pay-Rs. 4600/- as per 6th CPC) in Central Government, State Governments, Central Government Universities / Central Autonomous Institutions or equivalent pay scales & posts in Public Sector Undertakings.</p> <p><u>Deputation:</u></p> <p>(i) Officers of Central Government, State Governments, Central Government Universities / Central Autonomous Institutions or Public Sector</p>

				<p>Undertakings who have experience in administration (Establishment / Public Relations / Legal / Establishment Estate duties / Campus maintenance / Security / Management through contracting agencies):</p> <p>(a) holding analogous post on regular basis in the present cadre of department or</p> <p>(b) Having 5 years of regular service in Level-10 (PB-3 + GP-5400) of Pay Matrix or</p> <p>(c) Having 8 years of regular service in Level-7 (PB-2 + GP-4600) of Pay Matrix.</p> <p>(ii) Candidate should possess the educational qualification required for direct recruitment.</p>
--	--	--	--	---

Selection Process:

1. The applications received against the advertised positions would be screened by a Screening-cum-Shortlisting Committee constituted for the same.
2. The candidates from amongst the eligible candidates may be shortlisted by the Screening-cum-Shortlisting Committee on the basis of qualifications, duration, nature and quality of experience etc.
3. The shortlisted candidates will be called to appear for written test and/or interview before the selection committee for the final selection.
4. The Screening or Selection Committee would make a decision as to the number of candidates to be recommended for calling for written test and/or interview.
5. In the event of none of the interviewed candidates is found suitable, the post(s) would not be filled.
6. Higher standards of educational degree level and/or period of experience may be set by the duly constituted screening committee to shortlist the candidates from within the list of eligible candidates, if required.
7. **Mere fulfilment of essential qualifications and experience does not entitle a candidate to be called for written test and/or interview. CIAB reserves the right to devise criteria to screen the applications for shortlisting of candidates for written test and /or interview 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 i.e. **24-05-2021** for all the candidates.
3. Upper age limit shall not applicable for existing employees of the institute or any employee of Department of Biotechnology (GoI).
4. The period of experience in the discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications.
5. Relaxation of age shall be as per Government of India Rules.

6. In addition to the above pay/emoluments as per 7th Pay Commission in the above scales, other benefits such as Dearness Allowance, House Rent Allowance, Transport Allowance etc. are also admissible as per Government of India rules.
7. Candidates on direct selection shall be governed by New Pension Scheme of Central Government made effective from 01-01-2004.
8. 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.
9. At the time of joining, the candidate will have to withdraw any other application(s) that he/she may have submitted elsewhere for employment.
10. Application must be complete in all respects and as per the prescribed format that can be downloaded from website: www.ciab.res.in under the heading "Vacancies".
11. The vital point information like designation, organization, previous employment profile, scale, pay band 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 intimation, whatsoever.
12. The application(s) must be submitted as per format including signed synopsis sheet. The applications not in the prescribed format will be rejected without any further intimation, whatsoever.
13. 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 written test/interview.
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. Candidates applying for the posts on deputation basis will be governed by the terms & conditions governing deputation as per bye-laws of CIAB, Mohali and other Government of India instructions.
16. All applications must be accompanied by self-attested copies of all certificates with respect to age, qualifications, experience, etc.
17. Self-attested copy of caste/tribe/class certificate issued by the designated authority as prescribed by the Govt. of India should be enclosed with the application.
18. All Ambiguous/Inaccurate/Incomplete or insufficient information about qualifications, experience, pay/emoluments, duration etc. may also lead to cancellation of applications.
19. The above positions are open only to Indian Nationals.
20. Application Fee Structure is as under:

Category	Amount of Fee
General Candidates	Rs. 590/-
SC/ST/OBC/Women/PwD Candidates	Rs. 354/-

The application fee should be paid online through the link: <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=2266960> and the transaction number & date of transaction should be clearly mentioned on the application form.

21. Outstation candidates called for the interview will be paid to & fro second class railway fare, as per Government rules, on presentation of the proof of travel.
22. 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. Neither any intimation etc. would be given to the applicants nor would such queries be entertained.

23. The institute would have the sole discretion whether to make a recruitment on a position or not at any stage of recruitment process.
24. Interim enquiries would not be attended.
25. Bringing in any influence in the recruitment process would lead to disqualification of the candidature without any intimation.

Important

- The applications 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 to the Administrative Officer, Center of Innovative and Applied Bioprocessing, Sector-81 (Knowledge City), PO-Manauli, S.A.S. Nagar, Mohali- 140306 (Punjab) superscribing "APPLICATION FOR THE POST OF _____" on the envelope, so as to reach on or before by **24-05-2021**. **The closing date for receipt of applications from candidates from Andaman & Nicobar and Lakshadweep Islands, States/Union Territories in the North-Eastern Region, Ladakh region of J& K, Sikkim, Sub division Chamba and Lahaul & Spiti Districts of Himachal Pradesh will be 08-06-2021.**
- 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 (MS-Excel) with the Standard Application Form of CIAB should be submitted along with the application form. The synopsis sheet is also required to be submitted through e-mail at recruitment@ciab.res.in in MS-Excel format only.
- Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidature.
- 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.
- 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.
- Any changes such as last date for the submission of application form, terms & conditions etc. shall be available only in the CIAB website: www.ciab.res.in.

"अंतरिम पूछताछ पर विचार नहीं किया जाएगा"

"INTERIM ENQUIRY WILL NOT BE ENTERTAINED"

(मुख्य कार्यकारी अधिकारी / Chief Executive Officer)