



NATIONAL BRAIN RESEARCH CENTRE (Deemed University)

(An Autonomous Institute of the Dept. of Biotechnology,
Ministry of Science & Technology, Government of India)
NH-8, Manesar- 122 051, Distt.-Gurgaon, Haryana
Tel : 0124 -2845 200, Fax : 0124-2338910
e-mail :admin@nbrc.ac.in

Advertisement No. 05/2017

National Brain Research Centre (NBRC), Manesar, is the apex co-ordinating body for research in Neuroscience with the objective of undertaking basic research towards understanding brain structure and function in health and disease. The centre is located at Manesar, Haryana, 50 km from New Delhi. NBRC would like to recruit suitable person for the following position:-

Post Code: 001

Administrative Officer

Pay Band: ₹15,600-39,100 + Grade Pay ₹5,400/-

Method of recruitment: Direct recruitment/ Deputation Basis/ Short Term Contract

Essential Qualification/Experience:- Graduate, working as Section Officer/ Stenographer / Private Secretary/ Stores & Purchase Officer in the PB-2 with Grade Pay of Rs. 4,600/- and above with overall 8 years experience of administration, accounts and establishment work in a Govt. Office or a public body or an organization of repute.

Desirable: (i) Post Graduate Diploma in Personnel Management, recognised course/training in Secretarial work.

(ii) Persons having experience of work in an R&D Organization/Teaching Institute will be given preference.

(iii) Knowledge of Govt. rules and regulations, computer application / management information system etc.

Duties:- To look after the establishment, personnel, administration matters, discipline, drafting of rules/regulations, office orders, drafting of agenda/minutes, maintenance of confidential records, service records etc..

Age Limit :- 35 years for Direct Recruitment and 56 years for deputation/short term contract as on last date of the application. There shall be no upper age limit for regular employees of NBRC.

Persons, who took voluntary retirement from State/Central Govt. services and whose age is less than 60 years, may also apply. In such cases, the eligibility and salary will be fixed as per the rules of GOI.

General Conditions: -

1. The above post will be filled (in case of Direct Recruitment) initially on contract for a period of 5 years with a probation period of 1 year, which may be extended. The Regularisation of the contract position is subject to a positive review on completion of 4 years and further continuation of appointment will depend on the performance during this period.
2. Canvassing in any form will be a disqualification.
3. Competent authority in exceptional cases may relax requirements of age/ educational qualification/ experience.

4. The post advertised shall be need based without any commitment for its filling.
5. Candidates who are desirous of being considered for the above post and who can be relieved immediately on selection may apply in the prescribed application form attached along with this information sheet. Application form in the prescribed application format along with the following documents must reach to Administrative Officer, National Brain Research Centre, Nainwal Mode, Manesar 122051, Gurgaon, Haryana.
 - a) Application format for the Post Code: 001 <hyperlink>
 - b) Self-Attested copies of Certificates.
 - c) Application Fee (non-refundable) ₹100/- for General and ₹50/- for OBC in the form of Demand Draft in favour of “Director, NBRC” payable at Gurgaon/ Manesar. The application fee for candidates belonging to SC/ST/PH category is exempted subject to the production of Certificate. The women candidates are also exempted from the application fee.
 - d) Names of three references working in senior positions, who can certify the working/ conduct of the candidate.
6. Advertisement No., Name of the post and Post Code applied for should be clearly mentioned on the Envelope and on the Application Form, failing which the application will not be considered. Applications received **after the last date, without proper desired Demand Draft, without self-attested copies of testimonials and certificates etc. /incomplete applications may be rejected.**
7. Out-station candidates called for interview shall be paid 2nd class sleeper train fare on production of documentary evidence.
8. The applicants in Government/Semi-government organizations/ public sector undertaking/ autonomous organizations shall have to submit a ‘No Objection Certificate’ from the present employer either with application form or at the time of Interview, if shortlisted. Such applicants shall not be interviewed in case of their failure to produce the ‘NOC’.
9. Merely fulfilling the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Since it may not be possible to call all the candidates for interview, the applications will be short listed and the decision of the duly constituted Screening Committee will be final. The Centre will not entertain any correspondence in this respect and interim enquiries will not be attended to.
10. Candidate may specify the category they belong to and attach documentary proof in case they belong to OBC/SC/ST/PH/Ex-serviceman category.

Terms & conditions and Application Form may be downloaded from the website of NBRC (www.nbrc.ac.in) or obtained by post on request from the Administrative Officer, NBRC, Nainwal Mode, Manesar-122 051, Haryana. The request for application form should be accompanied by a demand draft for ₹50/- drawn in favour of Director, NBRC payable at Gurgaon along with details of the address where the application form is to be sent. In addition the candidates have to send the requisite fee as applicable, along with the filled-in application.

→ Last date for receipt of completed application form is **22.05.2017**.

Application No. -----
(for official use only)



NATIONAL BRAIN RESEARCH CENTRE
(Deemed University)

NH-8, Nainwal Mode, Manesar- 122 050,
Distt. Gurgaon, Haryana
Tel.: 0124 – 2338922-26, Fax: 0124 – 2338910
Email : info@nbrc.ac.in, admin@nbrc.ac.in

Application Form for other than Faculty Posts

Please read the instructions before filling the application form.

Advertisement No.....Dated.....

Post applied for

Post Code:

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Details of Demand draft/IPO/Cash receipt

Bank Name_____ Draft/IPO No_____

Dated_____ Amount For _____

<p>Roll No.</p> <p>.....</p> <p>(To be filled in by the office)</p>

<p>Please affix recent self attested passport size photograph here</p>
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1. (i) Name (in block letters).....

(ii) Father's /Husband's Name.....

2. Date of birth.....Age.....

3. NationalitySex.....Male/Female.....

Married/Unmarried.....

4. Postal Address (Address for communications
 In block letters with PIN Code No.)

 Email Id Tel/Mobile No.

5. Permanent Address
 (In block letters with PIN Code No.)

 Email Id Tel/Mobile No.

6. Do you belong to Scheduled Caste/Schedule Tribe/OBC. If so, state the name of the Caste/Tribe and details of a Certificate(S).....

7. Educational Qualifications

Examination passed	Name of the University/Board	School/ college attended	Division with percentage of marks obtained	Year of passing	Subject offered
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8. Professional/Technical Qualification

Examination passed	Name of the University/Board	School/ college attended	Division with percentage of marks obtained	Year of passing	Subject offered
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9. Experience, if any

Employer's Name and Address	Designation	Scale of pay	Basic pay	Total emoluments	Length of experience from...to...	Nature of work
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10. (a) Post held, if any, at the time of sending the application with date of appointment (state whether permanent, or temporary)
- (b) Name of Employing Authority
11. Minimum basic pay in scale of the post applied for expected Rs.....
12. Indicate the time you will require to join, if selected.....
13. Number of literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions, if any, obtained in the same.
14. Are you an Ex-serviceman/Disabled Defence Personnel/Dependent of Defence Personnel killed in action? If so, details of Certificate (e.g. No., Date and Issuing Authority).
15. Are you a Physically Handicapped person? If so give details of Medical Certificate issued by Competent Authority and the category to which you belongs:
16. Have you been debarred or punished for adopting unfair means in any examination by the Institution/Board or University? If so, please specify.....
17. Are you related to any employee(s) of the NBRC (National Brain Research Centre) and/or DBT (Department of Biotechnology, Govt. of India) or Institutes under DBT? If so, give details.
18. Have you been imprisoned by and Court of Law for any criminal or civil act? If so, give details.
19. Please write 1-2 pages on your qualifications, experience and aptitude and how do you envisage it to be useful for the post you have applied for.

20. Any other information

21. DECLARATION:

I _____ hereby declare that the statement made in this application are true, complete and correct to the best of my knowledge and belief and in the event of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action initiated against me.

Place.....

Date.....

Signature of Applicant

Name of Applicant:

CERTIFICATE

(To be filled up by the Head of Organization/ Institution of the applicant is currently employed)

22. Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for. It is certified that no vigilance / disciplinary case is pending or contemplated or initiated against the official. The integrity of the official is certified.

Signature.....

(Head of the Institution/ Organization with seal)

Designation.....

Address.....

.....

.....Pin

Code No.....

Telephone No.....

File no.....

Date