



National Agri-Food Biotechnology Institute

(An autonomous institute of the Department of Biotechnology,
Ministry of Science and Technology)

Knowledge city, Sector-81, Mohali (Punjab), India-140306

www.nabi.res.in



RECRUITMENT OF THE ADMINISTRATIVE STAFF DIRECT RECRUITMENT BASIS ADVERTISEMENT NO: NABI/ADMIN/1(001)/2023-02/Rectt]

National Agri-Food Biotechnology Institute (NABI), Mohali, is an autonomous R&D Institute of the Department of Biotechnology, Ministry of Science and Technology, Government of India. The institute has a state-of-the-art facility in translational research areas at the interface of Agricultural Biotechnology and Food & Nutritional Biotechnology.

NABI invites applications from the Indian Citizens for filling up the administrative position on direct recruitment basis, as per details provided below:

<u>Sr. No.</u>	<u>Name of the Post</u>	<u>Post Code</u>	<u>No. of Posts & Category</u>	<u>Age Limit</u>	<u>Level as per 7th CPC</u>	<u>Essential Qualification</u>
<u>ADMINISTRATIVE POSITION</u>						
01	<u>Sr. Private Secretary</u> <u>Job description:</u> - The Sr. Private Secretary will be responsible for complete secretarial work of Executive Director (ED) such as assetting appointments for meeting, managing schedules, liaisoning with central/state Ministries/Deptt/Organizations arrangement of meetings, preparing tour programmes, and other scheduled events, record minutes of meeting, maintenance	5001	01 (UR-01)	35 Years	08 (Rs 47600- 151100)	Graduate degree with MBA in any discipline from a recognized Institute/University and minimum six years of experience in Level 6 & above or equivalent and having regular service experience in Office Management /Administration /Secretarial work/ Good speed in English /Hindi shorthand and typing with good communication skills and having worked in Central Government/State Governments / Universities / Public Sector Undertakings/ Government funded research organizations / Institutions in Level 6/7 for 06 years.

	of records, files, appointments, maintenance of performance records of staff, handling confidential documents, preparation of brief of cases put up to ED etc.					<p>Desirable: -</p> <p>Knowledge of modern management practices, computer application/management information system. Working knowledge of stenography, drafting, noting and record keeping management.</p>
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*Age relaxation shall be as per the Government of India (GOI) norms subject to the submission of supporting documents.

Application Fee:-

The application fee will be received online through 'SBI Collect'. Kindly click on the payment link for online fee deposit at NABI website. Kindly print out the payment receipt (with the successful transaction only) and upload the same in the online application form.

Sr. No	Post	Post Code	Category	Application Fee	Application Fee for Women Candidates
1	Sr. Private Secretary	5001	UR	₹ 236*	₹ 118*

Fee non-refundable.*Including GST.

General Terms and Conditions

- 1) The qualification prescribed should have been obtained from recognized Universities / Institutions.
- 2) The date for determining the age limit/experience/qualification shall be 30 days from the date of publication of advertisement in Employment News.

3) Screening cum Selection Process:-

Applications received ONLY through the **ONLINE MODE** in the prescribed format will be considered. Incomplete applications will be summarily rejected. Selection will be based on the written test and/or skill test and/ or interview and any other additional procedure adopted by the Screening/Selection committee.

The consideration of qualifications as 'equivalent' to the essential and/or desirable qualifications stated above shall be the sole discretion of the Screening/Selection Committee.

Please note that the prescribed essential qualifications are minimum, and the mere possession of the same does not entitle any candidate to be called for the written test / skill test / interview (if applicable). Merit-based shortlisting of the candidates will be carried out by the screening committee (on a well-defined criteria including excellent academic credentials/experience in the relevant areas). However, the institute will have the discretion to fix qualifying marks for the Written Test / Skill test / interview (wherever applicable).

Based on the outcome of the interview, a reserve panel, **in the order of merit**, may also be prepared, which will remain valid for one year from the date of the Written Test / Skill test /interview (wherever applicable).

- 4) The period of experience shall be counted after the date of acquiring the minimum essential qualifications prescribed for that post.
- 5) The upper age limit is relaxable for OBC (Non-Creamy Layer) (3 years for OBC-Non Creamy Layer) and other categories such as PwD, Ex-servicemen, if any, as per Govt. of India norms. Candidates belonging to the reserved category / EWS/Other categories must upload the relevant valid certificate issued by the competent authority along with the application. No age relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies (General Category).
- 6) Upper age limit shall not be applicable for existing employees of the institute or any employee of the Department of Biotechnology.
- 7) In addition to the usual pay & allowances as admissible vide 7th Pay Commission in the above scales, other benefits, such as Leave Travel Concession (LTC), medical expenses, house rent allowance, transport allowance etc., shall be provided as per institute's rules.
- 8) The selected candidates will be governed by the New Pension Scheme (NPS) of Central Government amended from time to time.
- 9) The appointed candidate shall be considered 'on probation' for a period of two years, which may be extended at the discretion of the Competent Authority. Further continuation, if any, will depend on candidate's performance.
- 10) NABI will not be held responsible for any delays or system failures that may occur at the candidate's end.
- 11) Candidates serving in central government/state government/semi-government organizations/public sector undertakings/Autonomous bodies etc are required to send the print out of online filled application form along with documents through Proper Channel having No Objection Certificate and Vigilance Clearance Certificate. In absence of the same application will not be considered for written test and/or skill test and/ or interview.
- 13) **Please note that only online applications will be entertained.** Applications through any other mode like email etc. will not be considered. Incomplete applications i.e. applications without photographs, without the required attested copies of certificates, testimonials etc without application fee, not in the prescribed application form, missing page of application form, unsigned or incomplete in any manner will not be entertained and will be summarily rejected.
- 14) Outstation candidates called for the interview will be paid to and fro second-class railway fare for travel within the country on submission of the proof as per the rules.
- 15) Interim enquiries would not be entertained at any time. Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidate. The decision of NABI in all matters relating to eligibility, acceptance or rejection of the application, mode of selection and conduct of interviews will be final and binding on the candidates.
- 16) For any legal dispute, the courts of law at the Honourable High court of Punjab and Haryana, Chandigarh will have the jurisdiction.

How to apply:-

The eligible candidates shall apply through online mode, and the link will be available in <https://nabi.res.in/site/career?category=Mq%3D%3D> and also upload the supporting documents as per the given format. Applications received in any mode other than online will not be accepted.

Last date of submission of online application form is 23.07.2023 (Sunday) upto 05:00 PM

It is advised to keep the following scanned documents ready before filling out the online application form

(It is suggested to scan the documents from your originals. The documents should be uploaded at appropriate places.)

- 1) Photograph
- 2) Signature
- 3) Proof of date of birth
- 4) Certificates for the educational qualifications.
- 5) Experience certificates
- 6) Category certificate, if any
- 7) Any other information

If any technical assistance is required with regard to the submission of the application, the candidate may contact the ICT team through tehasstnabi@gmail.com or call +91-172-5221193/164/163

If there is any Corrigendum/ Amendments in the advertisement, it shall be published on institute website only. Before applying, candidates may refer to the NABI website.

To know more about 'National Agri-Food Biotechnology Institute', kindly visit our website www.nabi.res.in.

Manager Administration