BRIC NABI
a DBT Organization
Biotechnology & Biomanufacturing

कृषि–खाद्य एवं जैवविनिर्माण संस्थान

NATIONAL AGRI-FOOD AND BIOMANUFACTURING INSTITUTE

(Formerly National Agri-Food Biotechnology Institute &

Center of Innovative & Applied Bioprocessing)

(Deptt. of Biotechnology, Ministry of Science & Technology, Govt. Of India)

Knowledge City, Sector-81, Mohali

RECRUITMENT OF THE ADMINISTRATIVE & TECHNICAL STAFF
DIRECT RECRUITMENT BASIS
[Advt. No. NABI/ADMIN/1/(001)/2026-04/Rectt.]

BRIC-National Agri-Food and Biomanufacturing Institute (formerly National Agri-Food Biotechnology Institute & Center of Innovative and Applied Bioprocessing) is an autonomous Institute under the Department of Biotechnology, Government of India. 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 & Biomanufacturing sector towards applications and products.

BRIC-NABI invites applications from Indian Citizens for filling up the administrative & technical positions on a direct recruitment basis, as per details provided below:

ADMINISTRATIVE & TECHNICAL

Sr. No			
1.	a)	Post	**System Analyst**
	b)	Pay level as per 7th CPC	Level-10 (₹ 56100- ₹ 177500)
	c)	Post Code	2611001
	d)	**Age limit**	Not exceeding 35 years
	e)	Number of Posts and Category	01 (UR)
	f)	Educational and other Qualification	**Essential** ME/MTech/PhD in Computer Science/ Information Technology /Bioinformatics or equivalent with 04 years of experience in big data analytics, bioinformatics analysis, database development and management **OR** BE/ B-Tech in Computer Science/ Information Technology/ Bioinformatics or equivalent with 06 years' of experience in big data analytics, bioinformatics analysis, database development and management.
	g)	Job Description	The candidate will be responsible for installing and configuring operating systems and middleware/other software onto servers which are part of a cluster/grid, monitoring the status of such resources, taking corrective measures if necessary to ensure maximum uptime and availability and resolving/clarifying queries and issues that users of the system are likely to raise. The candidate will be fully responsible for management of High Performance Computing facilities, User support (Linux) in an HPC environment, Scientific Applications support to all users and Linux-based Systems Administration. Performing root cause analysis, system performance analysis and troubleshooting. Administration expertise on HPC Cluster, latest accelerator cards, Lustre/GPFS/BeeGFS or any Parallel File System, High Performance Computing Workload Managers, Network Administration.
	h)	Period of Probation	The appointed candidate shall be considered 'on probation' for a period of two years, which may be confirmed or extended at the discretion of the Competent Authority.
	i)	Selection Process	written test and/or skill test and/ or interview and any other additional procedure adopted by the Screening/Selection Committee.

2.	a)	Post	**Management Assistant**
	b)	Pay level as per 7th CPC	Level-6 (₹ 35,400 - ₹ 1,12,400)
	c)	Post Code	2611002
	d)	**Age limit**	Not exceeding 30 years
	e)	Number of Posts and Category	01 (UR)
	f)	Educational and other Qualification	**Essential** Graduate degree in any discipline from a recognized Institute/University or equivalent with 02 years' of regular service experience in Level 5 or equivalent or 03 years of regular service experience in Level 4 or equivalent in the Central Government, State Governments, Central / State Government Universities/ Autonomous Institutions/ Public Sector Undertakings. OR MBA with 02 years' experience in reputed firms. The candidate is desired to have experience in handling finance and accounts matters in similar level in Central /State/ Autonomous / Statutory organization/ PSUs/Govt. funded universities
	g)	Job Description	The candidate shall assist the Finance Officer of the Institute in the day-to-day financial, accounting, budgetary and related functions of the Institute. The incumbent shall be responsible for processing bills, proposals, financial transactions, banking matters, maintaining books of accounts and records, assisting in financial reporting and annual accounts, preparing information & agendas for onward submission to DST, DBT, CAG, & other Authorities, and ensuring statutory compliance w.r.t. taxation, TDS, NPS & other related matters in line with applicable Government of India rules, regulations and institutional procedures. In addition to the above duties, any other roles and responsibilities may be assigned from time to time by the Competent Authority.
	h)	Period of Probation	The appointed candidate shall be considered 'on probation' for a period of two years, which may be confirmed or extended at the discretion of the Competent Authority
	i)	Selection Process	Written test and/or Skill test and any other additional procedure adopted by the Screening/Selection Committee

*Age relaxation shall be as per the Government of India (GOI) norms.

Application Fee:-

The application fee will be received online through 'SBI Collect'. Kindly click on the payment link for online fee deposit at BRIC-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.	System Analyst	2611001	UR	₹ 590*	₹ 354*
2.	Management Assistant	2611002	UR	₹ 236*	₹ 118*

Fee non-refundable. *Including GST.

Sr. No	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 21st December, 2026, i.e., the last date of submission of the online application.
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.** 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 (wherever 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 written test/skill test/interview (wherever applicable), a reserve panel, **in the order of merit,** shall be prepared.
4.	Application once made will not be allowed to be withdrawn, and the fee once paid will neither be refunded nor it can be held in reserve for any other recruitment or selection process.
5.	BRIC-NABI reserves the right to fill or not to fill the position (s).
6.	Only one application will be entertained from each candidate for each postcode. In case a candidate submits multiple online applications for a single postcode with different registration numbers and/or with different email IDs, only the latest completed application will be considered.
7.	The period of experience shall be counted after the date of acquiring the minimum essential qualifications prescribed for that post. Accordingly, the candidate must submit the experience certificate along with the details of the duties performed.

8.	In case of universities/ institutes awarding CGPA/SGPA/OGPA grades, etc the candidates are required to convert the same into percentage based on the formula as per their university/institute rules.
9.	The period of experience rendered by a candidate on a part-time basis, daily wages, visiting / guest faculty/Intern/training will not be counted while calculating the valid experience.
10.	In respect of the equivalence clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of the advertisement, then the candidate must produce an order/letter in this regard from the concerned Authority of the university/institute (with number and date); otherwise, the application will be rejected.
11.	The institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
12.	The upper age limit is relaxable for PwD, Ex-servicemen, if any, as per Govt. of India norms. No age relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies (General Category).
13.	Upper age limit shall not be applicable for existing employees of BRIC-NABI or any employee working in the Department of Biotechnology, Ministry of Science & Technology, Govt. of India.
14.	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, dearness allowance etc. as admissible to Central Government employees and as made applicable to BRIC-NABI.
15.	The selected candidate will be governed by the National Pension System (NPS) of Central Government amended from time to time.
16.	The selected candidate is also eligible for accommodation of their entitled type, depending on the availability, in which case HRA will not be admissible.
17.	Candidate may choose to apply for more than one post by submitting a separate application for each Position.
18.	Employees of Government/Semi-Government/Autonomous Bodies/PSUs/ Central/ State Universities must apply through the proper channel or submit a No Objection Certificate (NOC) along with the application to the Manager (Administration), BRIC–NABI, Knowledge City, Sector-81, Mohali. However, an advance copy of the application must be submitted online within the prescribed deadline.
19.	The selected candidate will not be permitted to apply for appointment elsewhere during the probation period.
20.	Any matter not specifically stated in the advt. shall be determined by the Executive Director, BRIC-NABI, Mohali, and his decision shall be final and binding.
21.	Any discrepancy found between the information given in the application and as evident in the original documents will make the candidate ineligible for the post.
22.	All applications must be supported by self-attested certificates, including photograph, address, telephone, e-mail, qualifications, experience, any other relevant supporting documents, etc.
23.	No TA /DA shall be admissible to the candidates for attending the Written Test and Skill Test.
24.	Outstation candidates called for the interview for the Post of System Analyst will be paid to and fro second-class railway fare for travel within the country on submission of the proof as per the rules.
25.	Candidates are advised to satisfy themselves before applying that they possess atleast the essential qualifications laid down for the post as on the last date of submission of the online applications. **No enquiry asking for advice as to eligibility will be entertained.**
26.	**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 BRIC-NABI in all matters relating to eligibility, acceptance or rejection of the application, mode of selection etc. shall be final and binding on the candidates.
27.	Applications will be accepted online only. All communications will be made via the email ID provided in the online application /BRIC–NABI website.
28.	It may be noted that corrigendum, if any, related to any modifications to the advertisement will be notified on the BRIC-NABI website only.
29.	For any legal dispute, the courts of law at the Honourable High Court of Punjab and Haryana, Chandigarh will have jurisdiction.

How to apply: -

The eligible candidates shall apply online, and the link will be available on the date of the publication of the advertisement in the Employment News and also upload the supporting documents as per the given format. Applications received in any mode other than online will not be accepted.

The last date of receipt of the online application is 21.12.2026 (1700 hrs IST).

Before filling out the online application form, please keep the following Scanned Documents:

(It is suggested to scan documents from your originals)

Sr. No.	***Documents for upload***
1.	Photograph
2.	Signature
3.	Proof of Date of Birth
4.	Educational qualifications certificates
5.	**Experience Certificate - Candidates must submit experience certificates clearly specifying the duties and responsibilities performed during their tenure.**
6.	Category certificate (Wherever Applicable)
7.	Curriculum Vitae
8.	Any other information

In case of any technical assistance is required with regard to the submission of the application, the candidate may contact the ICT team through techasstnabi@gmail.com or call +91-1725221193/164/163

Amendments/Corrigendum in the advertisement, if any, shall be available on the BRIC-NABI website. Before applying, candidates may refer to the BRIC-NABI website.

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

MANAGER - ADMINISTRATION