

Careers

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POSITIONS

(Reserved For Persons With Disabilities)

#No. RGCB/ADVT/ADMN&TECH/01/2020 📅 12.05.2020

Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram (RGCB) invites applications for the following positions from Indian citizens with prescribed qualifications, **under the provisions of Rights of Persons with Disabilities Act, 2016**. Full details including job description, additional desirable qualifications, etc. are described below.

Code No. 1	Manager (Technical Service - Computer and Information Systems) (To download application format, click here) (documents/job/APPLICATIONFORM - MANAGER.pdf)
Scale of Pay	Pay Level 10 of 7 th CPC
Number of Positions	1 (ONE) To be filled in as per Rule 34(1)(a) of The Persons with Disabilities Act, 2016 – [Blindness and Low Vision]
Minimum Qualifications	BE/B.Tech in Computer Science OR Information Technology from a recognized university/institution with minimum of 65% marks (average in all semesters) or CGPA grading of a minimum of 6.84 on a 10 scale or equivalent.

<p>Additional Desirable Qualifications</p>	<ol style="list-style-type: none"> 1. Post Graduate degree in Computer Sciences OR Information Technology. 2. Documented skills in interpreting data and evaluating the functionality of computer systems. 3. Documented leadership and management skills, familiarity with latest digital platforms standards & processes, managing security or integrity and backup procedures is also desirable. 4. Documented track record in participation in R&D programs ^ 5. Must be a flexible and reliable team player interested in working in a national environment within a diverse and dynamic working atmosphere. 6. Excellent communication skills as well as proficiency in written and spoken English.
<p>Job Profile</p>	<p>The Manager (Computer and Information Systems) will implement and oversee computer-related activity within the organization. This is inclusive of but not limited to administering and implementing computer-related technologies, network security, Internet operations, software upgrades as well as developing research based tools. The job profile also requires the following:</p> <ol style="list-style-type: none"> 1. Develop & lead IT and computer science programs including design and deployment of new IT systems and services. 2. Monitor performance of information technology systems to determine cost and productivity levels and to make recommendations for improving IT infrastructure. 3. Help define IT infrastructure strategy, architecture, and processes. 4. Analyze requirements for business and research applications by partnering with key stakeholders across the organization and outside to develop solutions for IT based programs. 5. Assess offers from vendors and develop test strategies for new hardware and software. 6. Troubleshoot hardware and software issues related to internal IT.
<p>Maximum Age limit</p>	<p>30 years as on 12.06.2020 Candidates will be eligible for age relaxations as per extant rules of the Government of India.</p>
<p>Code No. 2</p>	<p>Technical Assistant Group II (To download application format, click here) (documents/job/APPLICATIONFORM - TECHNICAL ASSISTANT.pdf)</p>

Scale of Pay	Pay Level 5 of 7 th CPC
Number of Positions	2 (TWO) 1 post each to be filled in as per Rule 34(1)(c) and 34(1)(d)/(e) of The Persons with Disabilities Act, 2016 [(c) Locomotor disability, including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) Autism, intellectual disability, specific learning disability and mental illness (e) Multiple disabilities from amongst persons under clauses (a) to (d) of Rule 34(1) of The Persons with Disabilities Act, 2016]
Minimum Qualifications	A UGC recognized graduate degree in Biotechnology or any branch of Life Sciences with minimum of 65% marks aggregate score.
Additional Desirable Qualifications	<ol style="list-style-type: none"> 1. Post graduate degree in Biotechnology or any branch of Life Sciences. 2. Documented experience of working in research laboratories at national or state institutes. 3. Documented experience Strong computer and software skills. 4. Excellent communication skills as well as proficiency in written and spoken English.
Job Profile	<ol style="list-style-type: none"> 1. Prepare samples for testing using various laboratory equipments. 2. Maintain laboratory records. 3. Conduct laboratory tests, analyze results, and document findings. 4. Clean and sterilize equipment and work area. 5. Collect and prepare research and information needed for studies. 6. Classify and label samples. 7. Undertake basic administrative tasks such as filing and answering telephones, coordinate placing orders for inventory supplies needed in laboratory. Ensure the laboratory is well-stocked and resourced and that everything is clearly and correctly labelled
Age limit	30 years as on 12.06.2020 Candidates will be eligible for age relaxations as per extant Government Rules.

Code No. 3	Upper Division Clerk (To download application format, click here) (documents/job/APPLICATIONFORM - UDC.pdf)
Scale of Pay	Pay Level 4 of 7 th CPC
Number of Positions	1 (ONE) To be filled in as per Rule 34(1) (d)/(e) of The Persons with Disabilities Act, 2016 [(d) Autism, Intellectual Disability, Specific learning disability and mental illness (e) Multiple disabilities from amongst persons under clauses (a) to (d) of Rule 34(1) of The Persons with Disabilities Act, 2016]
Minimum Qualifications	<ol style="list-style-type: none"> 1. A UGC recognized graduate degree in Commerce with minimum of 55% marks aggregate score. 2. Domain knowledge on finance and accounts, basic computer skills, attention to detail, basic math skills,
Additional Desirable Qualifications	<ol style="list-style-type: none"> 1. Documented advanced computer proficiency skills in MS Office (MS Word and MS Excel) as well as Tally 2. Excellent communication skills 3. Proficiency in written and Spoken English
Job Profile	Issue invoices, process the bills and vouchers from employees; handle the bills from companies and ensure they get paid correct amount; maintain balance sheet and handle bank transactions; assist in posting of cash receipts, refunds, bank reconciliation; preparation of periodic reports on accounts receivable; classify, capitalize and record fixed assets items and capital expenditure (additions, transfers, retirements) for book and tax purposes and assist Internal Auditors.
Age limit	30 years as on 12.06.2020 Candidates will be eligible for age relaxations as per extant Rules of the Government of India.

Code No. 4	Multi Tasking Staff (To download application format, click here) (documents/job/APPLICATIONFORM - MTS.pdf)
Scale of Pay	Pay Level 1 of 7 th CPC

Number of Positions	1 (ONE) To be filled in as per Rule 34(1) (b) of The Persons with Disabilities Act, 2016 [Deaf & Hard of Hearing]
Minimum Qualifications	SSLC pass or Standard 10 pass.
Job Profile	The selected candidate will work in Laboratories/Administration of the Institute and will be required to ensure General cleanliness and upkeep of the Section/Unit, Carrying of files and papers within the campus/outside, Physical maintenance of records of the Section, Photocopying, sending of email/fax, etc. Other non-clerical work in the Section/Unit, Assisting in routine office work like the diary, dispatch, etc., Cleaning of rooms and dusting of furniture etc., Cleaning of the building, fixtures, etc., Upkeep of lawns, parks, potted plants, etc., or any other suitable work assigned by the office from time to time.
Age limit	30 years as on 12.06.2020 Candidates will be eligible for age relaxations as per extant Rules of the Government of India.

Distribution of vacancies under the provisions of The Persons with Disabilities Act

Category/Name of Disabilities under Rule 34(1) of The Persons with Disabilities Act, 2016			
a) Blindness/ Low Vision	b) Deaf & Hard of hearing	c) Locomotor Disability, including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	d) autism, intellectual disability, specific learning disability and mental illness; e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness
1	1	1	2

General Conditions/ Instructions

1. The Director, RGCB reserves right to not to fill any or all posts advertised.
2. The candidates must be citizens of India.
3. Selection procedure will be as per rules of the Government of India and RGCB.
4. SELECTION PROCEDURE FOR MANAGER POSITION

1. **Level 1 Screening:** A duly constituted Institutional Screening Committee (ISC) will determine whether the applicant meets minimum prescribed qualifications for the advertised manager position at RGCB. Ineligible applicants without these needed minimum qualifications will be rejected and no further correspondence will be sent to them. Should there be more than 15 applications shortlisted after the Level I screening by the ISC, a second round (Level 2 screening) will be done.
2. **Level 2 Screening:** Level 2 Screening will analyze the applications shortlisted after Level 1 screening and includes detailed review of the applicant's credentials, and fulfillment of additional desired qualifications stated in the advertisement.
3. **Final Selection Procedure:** Candidates shortlisted after screening procedures will be called for a final selection interview. The duly constituted selection committee will speak to shortlisted applicants personally (either in person or through video conferencing). The decision of the selection committee is final.
5. For positions mentioned under Code Numbers 2, 3 & 4, all applications will be initially screened by a duly constituted Institutional Screening Committee (ISC) to determine whether the applicant meets minimum prescribed qualifications for the advertised positions at RGCB. Ineligible applicants without these needed minimum qualifications will be rejected and no further correspondence will be sent to them. The above shortlisted candidates will be called for an Objective Test followed by Practical Skill Test. The Objective Test for positions mentioned at Code numbers 2 & 3 will have 100 questions consisting of the candidate's Academic Subject, General English, General Knowledge & Numerical Ability. In respect of post at Code No.4, the 100 questions will consist of General Knowledge, General English, Test of Reasoning & Numerical Ability.
6. Only such candidates would be eligible for relaxation in conditions/reservation in posts, who permanently suffer from not less than 40% of relevant benchmark disability. Those Persons with Benchmark Disabilities who have availed the relaxation and/or reservation and shortlisted for Document Verification have to submit Certificate of Disability, in original issued by the Competent Medical Authority as per the extant Rules.
7. Relaxations and concessions will be in accordance with the RGCB Rules and Regulations. Relaxation in age, educational qualifications and/or experience will be considered in case of persons already holding analogous/equivalent positions in Government Scientific Organizations/ Research Institutions.
8. Provision of Scribe/Interpreter will be authorized as per rules. However, the candidates will have to indicate such requirements at the stage of filling in and submission of their application, in response to this Advertisement. Compensatory time of twenty minutes per hour or otherwise advised, shall be permitted for the eligible candidates, as permitted under Rules. TA will be authorized to shortlist candidates for appearing the Interview/Practical Skill Test. Details of entitlement will be communicated to such candidates, along with their call letters for attending Interview/Practical Skill Test.
9. Candidates shall ensure that they apply only against the specific posts, as per distribution of vacancies made under the provisions of the Persons with Disabilities Act, specifically notified against each post in this advertisement.

10. Merely fulfilling the requirements in the advertisement will not automatically entitle any candidate to be called for examination/interview. Rajiv Gandhi Centre for Biotechnology will scrutinize the applications received and eligible candidates will be shortlisted for appearing in the written examination/ interview. The decision of the Director, Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram shall be final in all recruitment related matters. No interim enquiries/correspondence/communication of any sort, from whomsoever, will be entertained in the matter. ^
11. Persons working in Central/State Government/Public Sector Undertakings/ Central Autonomous Bodies shall submit their applications through proper channel. They may, however, send an advance copy of the application along with enclosures as required. However, such applications received without being forwarded through proper channel will not be considered.
12. Canvassing in any manner would entail automatic disqualification of the candidature.
13. Selected candidates will be subject to posting in any office/branch of the Institute, anywhere.
14. Applications in prescribed format with resume/curriculum vitae and attested copies of all applicable certificates pertaining to qualification/disability etc. and all other authenticated supporting documents may be submitted by post to the DIRECTOR, RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY, POOJAPPURA, THYCAUD P.O, THIRUVANANTHAPURAM 695014, KERALA STATE or by e-mail as PDF to: jobs2020@rgcb.res.in on or before **June 12, 2020**. Applications sent by post must have on the envelope name and code number of the position applied for. Incomplete applications or applications without copies of certificates or applications received after the last date will be rejected.

Sd/-
Director

CONTACT

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