



नवोन्मेषी एवं अनुप्रयुक्त जैव - प्रसंस्करण केंद्र (सी०आई० ऐ० बी०)

[पूर्व नाम - जैव प्रसंस्करण इकाई (बी० पी० यू०)]

(जैव प्रौद्योगिकी विभाग के तहत एक राष्ट्रीय संस्थान)

विज्ञान एवं प्रौद्योगिकी मंत्रालय (भारत सरकार)

**CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING**  
**[formerly BIOPROCESSING UNIT (BPU)]**

(A National Institute under Dept. of Biotechnology,  
Ministry of Science & Technology, Govt. of India)

वेबसाइट/Website: [www.bpu.res.in](http://www.bpu.res.in) फ़ोन / Tel: 0172-4990232,

तकनीकी एवं प्रशासनिक कर्मचारियों को आवश्यकता /REQUIRES TECHNICAL & ADMINISTRATIVE STAFF

विज्ञापन सं: / **ADVERTISEMENT NO: CIAB/09/2014-Rectt.**

**Last Date to Apply** : Applications should reach at CIAB [formerly BIOPROCESSING UNIT (BPU)] by 15.03.2014.

**Method of Application** : Hard Copy on Prescribed Format only.

Application format, details of the vacancies etc. can be downloaded from the Institute website ([www.bpu.res.in](http://www.bpu.res.in)) under heading "Vacancies"

The Department of Biotechnology, Government of India is establishing the Center of Innovative and Applied Bioprocessing [formerly BioProcessing Unit, (BPU)], an autonomous institute in the "Knowledge City", at Sector-81, SAS Nagar, Mohali (Punjab). This futuristic innovation institute of its own kind in the country would advance knowledge, leads and emerging technologies/processes towards applications and products and link them with entrepreneurs in the area of bioprocesses, bio-products and value-addition to bio-products. To steer this mission and realize its vision, the institute requires following administrative, engineering services personnel as under: -

**1. Senior Private Secretary: PB-2 (Rs. 9300-34800 with GP of Rs. 4800/-)**  
**One Post (Unreserved) - Direct Selection.**  
**Age limit: 30 Years**

**Essential Qualifications:**

Graduate with proficiency in shorthand (120 wpm) and typing 50 (wpm). Candidates should be able to handle word processor, conversant with secretarial practice or passed stenographers' examination conducted by Staff Selection Commission.

**Desirable:** Experience of similar to the desired job profile for this position preferably on regular basis in Academic / Research Institute under Central Autonomous body/University would be preferred.

**Job Profile:**

Stenographic/ secretarial work of CEO's cell and other senior officers, maintenance of records, files, appointments, liaison work, liaison work with administrative work, maintenance of performance records of staff, handling confidential document, preparation of brief of cases put up to CEO and other Senior Officers and/or any other tasks of Institute assigned by CEO of CIAB.

**2. Assistant Engineer (Electrical): PB-2 (Rs. 9300-34800 with GP of Rs. 4600/-)**  
**One Post (Unreserved) Direct Selection/Deputation.**  
**Age limit: 30 Years\***

**Essential Qualifications:**

AMIE or Degree in (B. Tech or B.E.) in Electrical Engineering with working experience of 3 years on regular pay scale basis in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200/- OR Diploma in Electrical Engineering with working experience of 6 years on regular pay scale basis in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200/- in Central or State Govt. or public funded autonomous organizations/institutes/universities.

**Desirable:** Experience of having worked in establishment of new institution or in research/academic/educational institutions in Govt. or public sector would be a plus.

**3. Assistant Engineer (Civil):** PB-2 (Rs. 9300-34800 with GP of Rs. 4600/-)

**One Post (Unreserved) Direct Selection/Deputation.**

**Age limit:** 30 Years\*

**Essential Qualifications:**

AMIE or Degree in (B. Tech or B.E.) in Civil Engineering with working experience of 3 years on regular pay scale basis in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200/- OR Diploma in Civil Engineering with working experience of 6 years on regular pay scale basis in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200/- in Central or State Govt. or public funded autonomous organizations/institutes/universities.

**Desirable:** Experience of having worked in establishment of new institution or in research/academic/educational institutions in Govt. or public sector.

**4. Assistant / Head Clerk:** PB-2 (Rs. 9300-34800 with GP of Rs. 4200/-)

**Two Posts (Direct Selection/Deputation).**

**Age limit:** 30 Years\*

**Essential Qualifications:**

Graduate with experience of working for 3 years in the Pay Band of Rs 5,200-20,200 in PB-1 with Grade Pay of Rs. 2,400/- in Central or State Govt. or public funded autonomous organizations/institutes/universities.

**Desirable:** Persons having training/experience in establishment, personnel matters, applications of rules/bye-laws and policies dealing with cases, leave medical benefits, tours, deputation, increments, probation period, estate management assistance OR cashiers job, vouching of bills, maintenance of cash books, bank reconciliation statements, assistance in the preparation of the balance sheets, cash accounts, ledgers, drafts OR store keeping, receipt and issue of stores, issue of purchase orders, maintenance of stock and issue ledgers. Functionally conversant with computer application and Management Information System

**Selection Process:**

1. The applications received against the advertised positions would be screened by a Screening-cum-Shortlisting Committee constituted for the purpose.
2. The candidates would be screened /short-listed by the Screening-cum-Shortlisting Committee on the basis of qualifications, nature and quality of experience etc.
3. If required a written test or other professional test(s) may be conducted by the institute for assessing the capability/intellect and/or professional competence and/or comparative evaluation for pre-screening before interview.
4. The Screening-cum-shortlisting Committee would make a decision as to the number of candidates to be recommended for calling for interview with respect to each position.
5. The short listed candidates would be called to appear for an interview before a Selection Committee for the final selection.
6. The candidates called for interview may also have to appear in a written test or a skill / proficiency test, if desired by Institute.
7. In the event of none of the interviewed candidates is found suitable for the position(s), the post(s) would not be filled.

**General Conditions**

1. The date for determining the age, experience, qualifications etc. shall be the last date of receiving applications at CIAB.  
**(\*Age limit for candidates to be considered on deputation on foreign service terms is 56 years, as per Govt. of India rules, and upper age limit is relaxable for SC/ST/OBC/Women etc. as per Govt. of India rules)**
2. In addition to the usual pay & allowances as admissible vide 6th Pay Commission in the above scales, other benefits such as Leave Travel Concession, Medical expenses, House Rent Allowance, Transport Allowance, Telephone Expenses etc. are also available as per Government of India rules.

3. Candidates on direct selection shall be governed by New Pension Scheme of Central Government made effective from 01-01-2004.
4. 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. Further, continuation will also depend on candidate's performance during the initial period of five years.
5. At the time of joining, the candidate will have to withdraw any other applications that he/she may have submitted elsewhere for employment.
6. Application must be complete in all respects and as per the prescribed format that can be downloaded from website of *Center Of Innovative and Applied Bioprocessing* (formerly BioProcessing Unit) website ([www.bpu.res.in](http://www.bpu.res.in)) under the heading "Vacancies".
7. The vital point information like designation, organization, previous employment profile, scale and band of pay 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 follow up, whatsoever.
8. The application(s) must be submitted as per format including signed supplementary format(s) of synopsis and other information. The applications not in the prescribed format and not accompanied by the synopsis sheet may be rejected.
9. 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 interview.
10. All applications must be accompanied by attested copies of all certificates with respect to age, qualifications, experience, etc.
11. Mere fulfilment of essential qualifications and experience does not entitle a candidate to be called for interview and CEO, CIAB reserves the right to devise criteria to screen the applications for short-listing of candidates for interview and the decision of the CEO, CIAB shall be final and binding on all applicants.
12. In case a selected candidate is already employed in a permanent post, his/her request for deputation and salary protection will be considered as per Government of India rules, regulations and guidelines.
13. Incomplete applications will be rejected.
14. The above positions are open only to Indian Nationals.
15. Outstation candidates called only for interview will be paid to and fro second class railway fare, as per Government rules, on presentation of the proof of travel.
16. If one is applying for more than one posts, separate application should be submitted for each post.
17. 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. No any intimation etc. would be given to the applicants nor would such queries be entertained.
18. In case, the Selection committee finds nobody suitable among those interviewed, the position would not be filled in this recruitment exercise.
19. One or more or all of the positions advertised herein may not be filled at all or in this instance, depending upon the institute's priorities, and the process of selection may be terminated at any time and with no specification of likely chance, date or statement of its resumption as a fresh round of exercise.
20. The institute would have the sole discretion whether to make a recruitment on a position or not at any stage.
21. Depending upon the magnitude of response, the screening-cum-shortlisting committee can apply higher standards of qualification/experience than advertised.
22. Bringing in any influence in the recruitment process would lead to disqualification of the

candidature(s).

## **Important**

- The applications must be submitted in the prescribed format (placed below)
- Completed applications must reach at the address: Chief Executive Officer (Attn: Administrative Officer), CIAB (formerly BPU), C-127 (2nd Floor), Phase-8, Industrial Area, S.A.S. Nagar, Mohali-160071, Punjab, by **15.03.2014**.
- All the positions are based at Mohali (Punjab) but liable to serve anywhere in India.
- A Synopsis-Sheet as per format given with the Standard Application Form of CIAB should be submitted along with the application form.
- Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidate.
- The decision of CIAB in all matters relating to eligibility, acceptance or rejection of application, mode of selection, and conduct of interviews etc. will be final and binding on the candidates.
- In exceptionally meritorious cases or special circumstances, the eligibility requirements of age, education and experience for a position may be relaxed by the competent authority.
- If the last date of application happens to be a holiday, immediate next working day would be construed as the last date of receipt of applications.
- Applications received after due date will not be entertained.
- **The applications would be received only during normal working hours and only on working days.**

"अंतरिम पूछताछ पर विचार नहीं किया जाएगा"  
"INTERIM ENQUIRY WILL NOT BE ENTERTAINED"

(मुख्य कार्यकारी अधिकारी / Chief Executive Officer)