



## BIOPROCESSING UNIT (BPU)



(Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)  
2<sup>nd</sup> Floor, C-127, Phase VIII, Industrial Area, S.A.S. Nagar, Mohali-160 071.  
(Pb) Website : [www.bpu.res.in](http://www.bpu.res.in) Tel: 0172-4990232, Fax: 0172-4990204

### REQUIRES MANAGEMENT ASSISTANT & ASSISTANT ENGINEER (ON DIRECT SELECTION OR DEPUTATION BASIS)

#### **ADVERTISEMENT NO: BPU/07/2013/HR**

**Last Date to Apply** : 15<sup>th</sup> October, 2013  
**Method of Application** : Hard Copy and as per Prescribed Format

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

The Department of Biotechnology, Government of India is establishing the 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, value-addition to bio-products. To steer this mission and realize its vision, the institute requires supporting and service personnel as Management Assistant & Assistant Engineer as detailed below:

**1. Assistant Engineer:** 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 (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/- in Central or State Govt. or public funded autonomous organizations/institutes/universities. Experience of having worked in establishment of new institution or in research/academic/educational institutions in Govt. or public sector would be a plus.

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

**One Post (Unreserved)**

**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. **OR** Graduate/PG Degree/PG Diploma in For Admin: Personal Management; For Stores: Material Management. For Public Relations: Communication or Public Relation; from an Institute/University of repute.

***Desirable:*** Persons having training/experience in administration/finance/office management/secretarial work etc. and/or efficiently working with computers including usage of standard application software. **OR** 2 years experience in Management/ administration/ Public Relations and knowledge of modern management practices, Computer application and Management Information Systems.

## **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 from amongst the eligible candidates would be 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. 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. **“Candidates who have already applied for the positions listed above as advertised vide Advt No. BPU/05/ 2013/HR need not apply again unless there has been a change in their educational qualifications and/or experience over and above the minimum prescribed for the said post”.**
2. The date for determining the age, experience, qualifications etc. shall be the last date of receiving applications at BPU.  
*(\*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)*
3. 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.
4. Candidates on direct selection shall be governed by New Pension Scheme of Central Government made effective from 01-01-2004.
5. 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.
6. At the time of joining, the candidate will have to withdraw any other applications that he/she may have submitted elsewhere for employment.
7. Application must be complete in all respects and as per the prescribed format that can be downloaded from website of Bioprocessing Unit, Mohali ([www.bpu.res.in](http://www.bpu.res.in))
8. The vital informations 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.
9. 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.
  10. 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.
  11. All applications must be accompanied by attested copies of all certificates with respect to age, qualifications, experience, etc.
  12. Mere fulfilment of essential qualifications and experience does not entitle a candidate to be called for interview and BPU reserves the right to devise criteria to screen the applications for short-listing of candidates for interview and the decision of the CEO, BPU shall be final and binding on all applicants.
  13. In case a selected candidate is already employed in a permanent post, his/her case for deputation and salary protection will be considered as per Government of India rules, regulations and guidelines.
  14. Incomplete applications will be rejected.
  15. The above positions are open only to Indian Nationals.
  16. Outstation candidates called for interview will be paid to and from second class railway fare, as per Government rules, on presentation of the proof of travel.
  17. If one is applying for more than one posts, separate application must be submitted for each post.
  18. 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 kind of intimation would be given to the applicants nor any query in this regard would be entertained.
  19. In case, the Selection committee finds nobody suitable among those interviewed, the position would not be filled in this recruitment exercise.
  20. 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 the exercise.
  21. The institute would have the sole discretion whether to make a recruitment on a position or not at any stage.
  - 22. Interim enquiries would not be attended.**
  23. Bringing in any influence in the recruitment process would lead to disqualification of the candidature(s).

## **Important**

- The applications completed in all respects, must be submitted in the prescribed format (placed below) accompanied by attested copies of certificates, testimonials in support of age, educational qualifications, experience, etc. along with non-refundable application fee of Rs.100/-

for general and OBC category candidates (NO application fee for Scheduled Caste/Scheduled Tribe/PWD and women candidates), by means of Demand Draft (issued by State Bank of India only) valid for at least 3 months, drawn in favour of “BioProcessing Unit, Mohali” payable at Phase-1Br., Mohali, should be sent to the Administrative Officer, BioProcessing Unit, 2<sup>nd</sup> Floor, C-127, Phase-VIII, Industrial Area, SAS Nagar, Mohali, Punjab-160071 (India) super-scribing “APPLICATION FOR THE POST OF “\_\_\_\_\_” on the envelope, so as to reach on or before **15<sup>th</sup> October, 2013.**

- All the positions are based at Mohali (Punjab) but the person selected would be liable to serve anywhere in India.
- A Synopsis-Sheet as per format given with the Standard Application Form of BPU 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 BPU 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.
- The number of positions in case of Management Assistant may increase to two.
- The applications would be received only during normal working hours of the institute i.e. 9.30 A.M. to 6.00 P.M. Monday to Friday.
- If the last date of submitting application happens to be a holiday, the first working day thereafter would be the last date of application.

**(Chief Executive Officer)**