

Nature of Position	Name of the Position	No. of Positions	Salary	Essential Qualifications	Desirable Qualifications	Nature of Duty
Group 'A', Permanent (after satisfactory completion of probationary period)	Manager (Administration)	One	Rs.15,600- Rs.39,100 + GP Rs7,600 in Pay Band-3.	(1) A distinguished academic record with post graduate degree in Arts/ Commerce/ Science/ Engineering or MBA or PG diploma in Personnel Management from an institution / university of repute. (2) Should have 12 years experience in Administration out of which 5 years experience should be as Administrative Officer in the scale of Rs. 15,600- Rs.39,100 +GP Rs.6,600/- or equivalent in a responsible capacity. (2) Not below 40 years and not exceeding 50 years.	(i)Experience of work in an R&D organizations/ Teaching Institute. (ii)Knowledge of Modern Management Practices, Computer Application/ Management Information Systems.	Will be responsible for Personnel, Administration, Establishment, Estate duties, Campus maintenance, allotment of residence, Guest House, Hostel accommodation, Security, supervision of cleaning and scavenging work management through contracting agencies. He will assist duties assigned from time to time.

Terms and Conditions (FOR APPLICANTS TO PERMANENT POSITIONS)

1. Candidates will be governed by New Pension Scheme of Central Government effective from 01.01.2004.
2. Appointment will be made with an initial probation period of one year which may be extended at the discretion of the Competent Authority. Confirmation of appointment will depend on candidate's performance during the probation period.
3. Applications must be complete in all respects and as per the prescribed format. Incomplete applications or applications not conforming to the prescribed format will be rejected. In the case of employed applicants, applications must be forwarded through proper channel. No-objection Certificate from the present employer may be produced at the time of Interview, if the application is not forwarded within time.
4. All applications must be supported by attested copies of certificates, and must include photograph, postal address, telephone number, e-mail address, etc.
5. The experience requirement specified shall be the experience acquired after obtaining minimum

educational qualification required for the post.

6.All Educational, Professional and Technical qualifications should be from a recognized Board/University.

7.Fulfilment of essential qualifications and experience does not automatically entitle a candidate be called for Interview.

8.In case of candidates employed in permanent posts, request for deputation and protection salary will be considered as per government rules and guidelines.

9.In case candidates are not found suitable for the post, they can be offered lower posts on the recommendation of the Selection Committee.

10.Outstation candidates called for interview will be paid round-trip second class railway fare as per government rules on presentation of the proof of journey undertaken.

Applications should be submitted in the prescribed format, which is available on the Institute web site (www.nibmg.ac.in). Application(s) completed in all respects in the prescribed format accompanied by attested copies of certificates, testimonials in support of age, educational qualifications, experience etc, along with a non-refundable application fee of Rs 100/- (application fee is not required for Scheduled caste/Scheduled tribe candidates /Physical Handicapped Candidates) in the form of DD drawn on United Bank of India and payable Kalyani(West Bengal) in favour of National Institute of Biomedical Genomics, should be submitted in a SEALED ENVELOPE WITH THE NAME OF THE POST APPLIED FOR WRITTEN IN CAPITAL LETTERS ON THE ENVELOPE, so as to reach The Director, National Institute Of Biomedical Genomics, Netaji Subhas Sanatorium (T.B.Hospital), 2nd Floor P.O.: N.S.S. Kalyani 741251, West Bengal, by September 01, 2014. (Applications not received within this date will not be considered.)

Canvassing in any form or bringing influence will lead to disqualification the candidate. The decision of NIBMG in all matters relating to eligibility, acceptance or rejection of application, mode of selection, and conduct of interviews will be final and binding on the candidates. In exceptionally meritorious cases, the eligibility requirements may be relaxed by the competent authority.

To learn more about the Institute, kindly visit our website www.nibmg.ac.in.

Last date of receipt of applications at NIBMG: 2 P.M. of September 01, 2014.

PROFORMA FOR APPLICATION

(Paste a self-attested recent passport size photo on the top right hand side of the page)

1. Post Applied for
2. Name of the Applicant (In BLOCK letters)
3. Father's /Mother's/Husband's Name
4. Date of birth (DD/MM/VV)
5. Nationality
6. Marital status
7. Category

GENERAL	SC	ST	OBC	PH	EX.SERVICEMEN

Indicate by tick mark in appropriate box

(In case of SC/ST /OBC/ any other special category, attach certificate from prescribed authorities.

8. Postal address (In BLOCK letters)
9. Permanent address
10. Nearest railway station
11. Present post (with name and address of the employer)
12. Educational Qualification:

Exam. passed	Board/University	Year of Passing	Subject	Division	% of marks obtained
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13. Details of employment, in chronological order:

Office/Instt./Orgn	Post Held	From	To	Scale of pay	Basic pay +DA	Grade Pay	Nature of Duties
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14. Nature of present employment: Ad hoc/Temporary/Permanent.
15. Professional training undergone, if any, details thereof.
16. Contact No
17. Email address
18. Any other relevant information that the applicant may like to furnish

Signature of the Applicant

Date