

राष्ट्रीय कोशिका विज्ञान केन्द्र, पुणे
NATIONAL CENTRE FOR CELL SCIENCE

NCCS Complex, Pune University Campus, Ganeshkhind, Pune - 411007, Maharashtra, India.

Website : www.nccs.res.in Email: admindept@nccs.res.in Ph: 020 25708000 Fax: 91(020)25692259

Advertisement No. : Admin-1-2018

NCCS invites applications from Indian nationals for the following positions possessing excellent academic records and relevant work experience.

1) Officer 'D' (Administration): By Direct Recruitment / By Deputation.

One Post. "Level No. 12 of the Pay Matrix." TME : Rs. 1,14,200/- p.m. approx.. Age limit : 50 years.

By Direct Recruitment :

Qualification & Experience : **Essential** : A distinguished Academic record with post graduate degree in Arts/ Commerce/Science/Engineering/MBA in Human Resource/P.G Diploma in Personnel Management from an Institute/University of repute, with at least 5 years' experience in the Level No. 11 of the Pay Matrix or equivalent in an organization of repute subject to total relevant experience of 9 years in a responsible capacity. Persons having experience of work in R&D organization/Teaching Institutes will be given preference.

Desirable: The candidates possessing knowledge of Computer Applications / Management Information Systems, handling disciplinary matters / court matters, having sound knowledge of Govt. of India service Rules with work experience in the areas of Administration, Accounts and Stores & Purchase in PSU's/Autonomous Institutes will be preferred.

By Deputation :

The candidate having minimum qualification and experience as required in Direct Recruitment & holding post analogous to the post applied for in terms of the pay scale and status or the candidate has worked for at least 5 years on the lower post i.e. in the Level No. 11 of the Pay Matrix provided that: (i) The period of deputation shall ordinarily be three years which may be extended upto maximum period of five years. The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall not exceed five years. (ii) The candidates appointed on deputation shall not have any claim for promotion during the period of deputation.

Desirable : The candidates possessing knowledge of Computer Applications / Management Information Systems, handling disciplinary matters/court matters, having sound knowledge of Govt. of India service Rules with work experience in the areas of Administration, Accounts and Stores & Purchase in PSU's/Autonomous Institutes will be preferred. If suitable candidate is not found on deputation the post will be filled by Direct recruitment.

***Download Application Format.**

INSTRUCTIONS

1. Application in the prescribed format * duly filled in along with Demand Draft and attested copies of all certificates showing date of birth, qualifications, experience, details of the examination passed, caste certificate, if any, recent passport size photograph and other relevant documents should reach to the Director, National Centre for Cell Science, NCCS Complex, S. P. Pune University Campus, Ganeshkhind, Pune 411 007, Maharashtra, India on or before **12.3.2018**. The Name of the post applied for should be super scribed on the envelope. For prescribed application format please see our website.
2. The above post is as per the Central Government pay scales and carry allowances like Transport Allowance and HRA as per rules. Total Monthly Emoluments (TME) includes Transport Allowance, & HRA as per rules.
3. Separate Applications should be submitted for deputation and for direct recruitment.
4. Age relaxation will be available to SC/ST/PH candidates as per Government of India rules. SC/ST candidates should produce proof of their caste certificate from appropriate authority.
5. Age and Experience will be relaxed in exceptional cases by the Competent Authority.
6. Applications received after the due date and incomplete applications without required documents will

not be considered.

7. A demand draft of Rs. 100/- (excluding SC/ST/PH candidates) towards application fee, drawn in favour of Director, National Centre for Cell Science, should be attached with the application form.
8. Experience mentioned should have gathered after acquisition of the essential qualifications.
9. Candidates working in Government Departments / Public Sector Undertakings / Autonomous Bodies should forward their applications **through proper channel**, along with the Cadre Clearance / Vigilance clearance, duly attested by the CVO / Director of their Institute and copies of the last five years Annual Confidential Reports / APAR in the sealed envelope.
10. Outstation SC/ST candidates called for interview will be paid to and fro second class railway fare for attending the interview as admissible under Govt. of India rules, on production of the proof of the same.
11. The post advertised shall be need based without any commitment for its filling.
12. Mere fulfilling the minimum prescribed qualifications and experience will not vest any right to a candidate to be called for interview. The Centre reserves the right to call for interview only those candidates who in its opinion are likely to be suitable. No correspondence will be entertained in this regard.
13. The Director, NCCS reserves the right to enhance / reduce the number of posts and also to cancel the recruitment process.
14. Canvassing in any form and / or bringing in any influence will be treated as disqualification for the post.
15. No interim inquiries will be entertained.
16. Direct recruitment appointment will be made initially on contract for a period of 5 years with a probation period of one year, which may be extended. The performance will be reviewed on completion of 4 years and further continuation of appointment will depend on the performance during this period.
17. List of shortlisted candidates, Date & Time of Interview & all other relevant information will be published on our website. The candidates should check the website periodically for updates.
18. Applicants will be informed by email only and no separate communication will be sent. All the candidates must mention their valid email id & mobile No. in the application.

Director

NATIONAL CENTRE FOR CELL SCIENCE, PUNE

APPLICATION FORM

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1	Advertisement No.				
2	Name of the post and Sl. No.:				
3	Name in full (in block letters)				
4 a)	Address for Correspondence				
b)	Permanent Address				
c)	*E-mail Id :	d) * Phone Numbers Landline No. with STD Code : Mobile No. :			
5	a) Date of Birth <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr></table> dd mm yy				b) Present Age: _____ Years _____ Month
	c) Sex: Male/Female	d) Place of Birth:			
	e) Whether UR/SC/ST/OBC/PH (with % age of disability) :	f) Married / Unmarried :			
	g) Nationality :-				
6.	Father's /Husband's Name :				

7. Educational Qualifications				
Examination passed (SSC onwards)	Year of Passing	School/College /University in Which studied	Class / Percentage obtained	Special subjects taken
S.S.C				
H.S.C				
Graduation				
Post graduation				
Doctorate				
Specialization				

8. The languages you can	Read :
	Speak :
	Write :

*** Mandatory Field**

9. Previous Service Details : (Chronologically starting from the present employer)							
Name & Address of the employer	Date of		Post held	Scale of pay / Pay Band	Total Emoluments	Nature of Duties	Reasons for leaving
	Joining	Leaving					

10. Reference – not acceptable from relation – Give full name & addresses of two referees with telephone Nos.	
1.	2.

11. If selected what notice would you require for joining the post:	
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12. Are you going to accept minimum of the scale:	
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13. Additional information, if any.	
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I HEREBY DECLARE THAT THE PARTICULARS FURNISHED IN THIS FORM BY ME ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Date:

Place:

Signature of the candidate