

Walk-in Interview

NATIONAL BRAIN RESEARCH CENTRE (NBRC) invites application for the position of “Manager (Project)” under a joint project between NBRC, Manesar and AIIMS, New Delhi.

Interested candidates fulfilling the following requirement can appear for the Walk-in Interview at **02:00 P.M.** on **14th November, 2018** at National Brain Research Centre, Manesar, Nainwal Mode, Gurgaon, (Haryana). Candidates are requested to report at 01:30 P.M. Candidates reporting late will not be included in the interview process.

Name of the post	<ul style="list-style-type: none">• Manager (Project)
No. of Position(s)	<ul style="list-style-type: none">• 01 (One)
Essential Qualification	<ul style="list-style-type: none">• Any Graduation• Minimum three years relevant work experience in R&D Organisations / Teaching Institutes / Project Management
Desirable Qualification /experience	<ul style="list-style-type: none">• Preference will be given to Post Graduates• People having experience of handling accounts/audit in addition to handling administration / establishment matters / Procurement (especially scientific equipment) in a Central Govt. Office or a Public Sector or Autonomous Body or Educational Institute or Research Organisation or any other Organization of repute will be given preference.• Knowledge of application of computers (MS – Office, efficient use of E-mail and internet etc., for effective disposal of cases, storage and retrieval of desired information) will be an added advantage.
Special Requirement	<ul style="list-style-type: none">• The appointment will be at NBRC, however the requirement to travel to AIIMS, New Delhi may arise frequently.
Age Limit	<ul style="list-style-type: none">• 40 years as on last date of the application
Emoluments	<ul style="list-style-type: none">• ₹ 50,000/- pm (consolidated). No other allowances are applicable. (3% increase in 2nd and 3rd year)
Application procedure	<p>The candidates are required to carry the following documents:</p> <ul style="list-style-type: none">• All the certificates in support of qualification and experience as claimed, in original• Curriculum Vitae (CV) as per format attached along with self-attested copies of certificates in support of qualification and experience as claimed in the CV.
Nature of Duties	<p>Manager (Project) would be a facilitator for the project and be responsible for all kinds of administration required to run the project efficiently which include but not limited to</p>

	<p>maintaining the records, internal auditing, handling of project related procurements and supervising the Para Medical and other allied staff etc.in the project. He is supposed to work as per the guidelines / instructions / duties given to him time to time by the P.I. of the project and the Director, NBRC. His duties could include physical presence at AIIMS for at least two days in a week though he may be stationed at NBRC for most of the time.</p>
PI: (NBRC)	<ul style="list-style-type: none"> • Prof. Neeraj Jain (The project is being implemented jointly by NBRC and AIIMS)
Tenure	<ul style="list-style-type: none"> • The tenure will be for a period of one year initially and may be extended on performance review. The post is co-terminus with the project. Selected candidates should abide by the rules and regulations of NBRC.
Accommodation	<ul style="list-style-type: none"> • Accommodation may be provided as per rules of NBRC, subject to availability.

Note: No TA / DA will be payable to the candidates for attending the interview.

Application for Manager (Project)

- 1. Full Name in Capitals :**
- 2. Date of birth :**
- 3. Gender :**
- 4. Category :**
- 5. Nationality :**
- 6. Address for communication :**
- 7. Phone numbers (landline and mobile):**
- 8. E-mail ID :**
- 9. Educational qualifications starting from 10th Class:**
(Attach self-attested copies of certificates)

Paste a copy of
candidate's colour
photograph.

Qualification	Institution/ College	Board/ University	Month and Year of start of the course	Month and year of Passing	Marks Obtained (%)	Class / Division

- 10. Names of three references working in senior positions, who can certify the working / conduct of the candidate.**

- 11. Details of work experience, if any:**

Organization	Designation	From	To	Duration (Years/ Months)

DECLARATION

I hereby declare that all statements made and in formations furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the position applied for. In the event of suppression or distortion of any fact or educational qualification, etc. made in my application form, I understand that I will be denied selection and if already selected to the said position in the Project, my services will be cancelled / terminated forthwith.

Signature of the candidate