

**NATIONAL BRAIN RESEARCH CENTRE (NBRC), Manesar-122052, Gurugram, requires an Administration cum Finance Manager (Project)**

Interested candidates fulfilling the following requirement can submit their bio-data along with self-attested copies of certificates in support of their qualifications and experience mentioned in the bio-data latest by **06<sup>th</sup> December 2019** to **The Administrative Officer, National Brain Research Centre, Nainwal Mode, Manesar-122 052, Distt- Gurugram (Haryana)**

Essential qualification	<ul style="list-style-type: none"><li>• Graduate in any discipline along with 01-year relevant experience preferably in Govt. / Semi Govt. Organization / Public Sector Undertaking / Autonomous Organization, Educational Institutions, Universities etc.</li></ul>
Desirable qualifications and experience	<ul style="list-style-type: none"><li>• Drafting skills &amp; knowledge of service rules and regulations of Central Govt. / Autonomous Bodies would be preferred.</li><li>• Well versed with ERP -Tally, MS-Office etc.</li></ul>
Mode of appointment	<ul style="list-style-type: none"><li>• In a project on contract &amp; co-terminus with the project</li></ul>
Fixed Emoluments	<ul style="list-style-type: none"><li>• ₹ 30,000/- per month (consolidated) with 10% increase every year</li></ul>
Tenure	<ul style="list-style-type: none"><li>• Initially for a period of <b>06 (six) months</b> which may be extended on the basis of performance review and requirement or till the project lasts, whichever is earlier.</li></ul>
Age Limit	<ul style="list-style-type: none"><li>• Not exceeding 30 years as on <b>06<sup>th</sup> December 2019</b></li></ul>

**Note:**

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



**National Brain Research Centre**  
(Deemed University),  
Manesar, Gurugram-122052, Haryana

**Application form for Administration cum Finance Manager (Project)**  
**(Advertisement No. Acad./12/2019)**

Please go through the instructions before filling up the application form)

Please attach a recent, signed passport size photograph.

1	Name	:	
2	Father's Name	:	
3.	Mother's Name	:	
4.	Postal address	:	
			PIN CODE _____
5.	Permanent address	:	
			PIN CODE _____
6	Phone No (with STD Code)	:	
7.	Mobile No.	:	
8.	E-mail Address	:	
9.	Date of Birth (DD / MM/YYYY)	:	
10.	Category	:	SC / ST / OBC / PH* / General (attached attested copy of the certificate)
11.	Nationality	:	
12.	Educational Qualification	:	(please attach detailed curriculum vitae along with self-attested copies of educational qualification)

Qualification	Institution / college	Board / university	Month and year of start of the course	Month and year of passing	Marks obtained (%)	Class / Division

13. Any other relevant information (attach separate sheet, if required).

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14. List of Enclosures:

1.	_____	2.	_____	3.	_____
4.	_____	5.	_____	6.	_____
7.	_____	8.	_____	9.	_____
10.	_____	11.	_____	12.	_____

**Declaration:** I understand that in the event of any information provided above being found incorrect or misleading, my candidature shall be liable to cancellation by NBRC at any time.

Place \_\_\_\_\_

Signature of the candidate

Dated \_\_\_\_\_

Instructions for filling the form

1. Application form should be filled in candidate's own handwriting using blue/black pen.
2. Item No 1-4 should be filled in capital letters.
3. Please attach the following with the application form.
  - a) Self-attested copies of certificates in support of your educational qualifications.
  - b) Category certificate for SC/ST/Physically challenged candidates.
4. In complete application would be summarily rejected without giving any reason to the candidate or entertaining any correspondence the candidate.

Completely filled in application form along with the requisite documents should be sent to **“The Administrative Officer, National Brain Research Centre, NH-8, Manesar-122052, Distt Gurugram, Haryana”**. The envelope containing the application form should be marked **“Application for Administration cum Finance Manager (Project)”**