



NATIONAL BRAIN RESEARCH CENTRE (Deemed University)

(An Autonomous Institute of the Dept. of Biotechnology,
Ministry of Science & Technology, Government of India)
NH-8, Manesar- 122 051, Distt.-Gurgaon, Haryana
Tel : 0124 –2845 200
e-mail : admin@nbrc.ac.in

Advertisement No. 05/2019

Post Code: 001: Consultant (Administration)

Remuneration:- ₹35,000 to ₹60,000 depending upon educational qualification and relevant experience plus ₹3,000 p.m. as local conveyance.

Qualification & Experience:- Retired Government employees with (i) Grade pay of ₹6,600/- and above & (ii) at least 12 years experience in administration/establishment. The major requirement for this position would be (a) to set up and advise on an internal audit system for the institution

(b) knowledge of working on PFMS (c) advise and comment on emergent administrative/financial matters.

Tenure:- The initial appointment would be for a period of one year, which could be extended after review.

General Conditions:-

1. Canvassing in any form will be a disqualification.
2. The post advertised shall be need based without any commitment for its filling, and number of vacancies may vary.
3. Candidates who are desirous of being considered for the above post and who can be relieved immediately on selection, may apply in the prescribed application form attached along with this information sheet. Application form in the prescribed application format along with the following documents must reach to Administrative Officer, National Brain Research Centre, Nainwal Mode, Manesar-122052, Gurgaon, Haryana within 21 days from the date of publication of this advertisement in Times of India dated 25.12.2019.
 - (a) Application format for the post of Consultant (Administration)
 - (b) Attested copies of Certificates.
 - (c) Application Fee (non-refundable) ₹100 for General and ₹50 for OBC in the form of Demand Draft in favour of “Director NBRC” payable at Gurgaon/Manesar. The application fee for candidates belonging to SC/ST/PH category are exempted subject to the production of certificate. The women candidates are also exempted from the application fee. Candidates are required to submit separate application form along with requisite fee for applying for different posts.
 - (d) Name of three references working in senior positions, who can certify the working/conduct of the candidate.
4. Advertisement No., Name of the post and Post Code applied for should be clearly mentioned on the Envelope and on the Application Form, failing which the application will not be considered. Application received after the last date, without proper desired

Demand Draft, without attested copies of testimonials and certificates etc., / incomplete applications may be rejected.

5. The applicants in Government/Semi-government organisations/ public sector undertakings/autonomous organisations must send their applications 'Through Proper Channel'. The applications received without the recommendations of the employer will not be considered.
6. Merely fulfilling all the prescribed criteria will not vest any right on a candidate for being called for interview. Since it may not be possible to call all the candidates for interview, the applications will be short listed and the decision of the duly constituted Screening Committee will be final. The Centre will not entertain any correspondence in this respect and interim enquiries will be attended to.
7. Applications received after due date may not be considered.
8. Application should be complete in all respects and any incomplete application will be rejected summarily.
9. No communication will be entertained in this regard.

Terms & conditions and Application Form may be downloaded from the website of NBRC (www.nbrc.ac.in) or obtained by post on request from the Administrative Officer, NBRC Nainwal Mode, Manesar-122052, Haryana. The request for application form should be accompanied by a demand draft of ₹50 drawn in favour of Director, NBRC payable at Gurgaon along with details of the address where the application form is to be sent. In addition, the candidates have to send the requisite fee as applicable, along with the filled in application.

Last date for receipt of completed application form is 31.1.2020.



Application No. -----
(for official use only)

NATIONAL BRAIN RESEARCH CENTRE

(Deemed to be University)

NH-8, Nainwal Road, Manesar- 122 052

Distt. Gurgaon, Haryana

Tel.: 0124 2845200, 201 and 208

Email: admin@nbrc.ac.in

Application Form for Consultant

Please affix recent self
attested passport size
photograph here

Advertisement No.....Dated.....

Post applied for

Post Code

1. Name (in block letters)

2. Date of birth.....Age.....

3. Nationality

4. Sex: Male Female Other

5. Address for communication

in block letters with Postal Code

Email Id Tel/Mobile No.

6. Permanent Address

(In block letters with Postal Code)

Email Id Tel/Mobile No.

6. Educational Qualifications

Examination passed	Name of the University/Board	School/ college attended	Division with percentage of marks obtained	Year of passing	Subject offered
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7. Professional/Technical Qualification

Examination passed	Name of the University/Board	School/ college attended	Division with percentage of marks obtained	Year of passing	Subject offered
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8. Experience

Employer's Name and Address	Designation	Scale of pay	Basic pay	Total emoluments	Length of experience from...to...	Nature of work
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14. Any other information you would like to provide

DECLARATION:

I _____ hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action initiated against me as per the law, and rules and regulations.

Place.....

Date.....

Signature of Applicant

Name of Applicant:
