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.

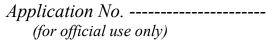
General Conditions:-

- 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.





NATIONAL BRAIN RESEARCH CENTRE

(Deemed to be University)
NH-8, Nainwal Road, Manesar- 122 052
Distt. Gurgaon, Haryana

Tel.: 0124 2845200, 201and 208 Email: admin@nbrc.ac.in

Application Form for Consultant	
	Please affix recent self attested passport size photograph here
Advertisement NoDated	
Post applied for	
Post Code	
1. Name (in block letters)	
2. Date of birthAge	
3. Nationality	
4. Sex: Male	
5. Address for communication	
in block letters with Postal Code	

6. Educational	Qualifications						
Examination passed	Name of the University/Board		ge Division percenta marks ob	ge of	Year of passing	f Subject offered	
						•••••	
7. Professional	/Technical Qualifi	cation					
Examination passed	Name of the University/Board		ge Division percenta marks ob	ge of	Year of passing	Subject	
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8. Experience							
Employer's Name and Address	Designation S	cale of pay	Basic pay	Total emolumer	Length experie from	ence	Nature or work

DECLARATION:

Ihereb	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:			