

NATIONAL BRAIN RESEARCH CENTRE (NBRC), Manesar-122 052, Gurgaon, requires a Programme Coordinator (DeLCON Project).

Interested candidates (**including retired personnel**) fulfilling the following requirement can submit their filled in application form on prescribed proforma as enclosed alongwith, attested copies of certificates in support of their qualifications and experience mentioned in the application form latest by **30th June, 2020** to “**Administrative Officer, National Brain Research Centre, Nainwal Mode, Manesar-122 052, Distt- Gurugram (Haryana)**”.

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| Essential qualification | <ul style="list-style-type: none"> • Master’s degree in Library Sciences from a recognized University alongwith 08 years’ relevant experience in Library Environment in Govt. / Semi Govt. organization / Public Sector undertaking / Autonomous organization etc. |
| Desirable qualifications and experience | <ul style="list-style-type: none"> • Diploma in Computer Application • Ability to prepare reports and to correspond with Senior Officers/ Secretaries / Advisors etc. • Knowledge of M.S. Office • Ability to handle project independently • Ability to use computers in the context of a Library Network. • Note <ul style="list-style-type: none"> ○ Candidates having degree of M.Phil. / Ph.D. in Library and Information Science or having wide exposure to e-Library set-up will be preferred. |
| Mode of appointment | <ul style="list-style-type: none"> • On deputation / contract & co-terminus with the project |
| Pay Scale | <ul style="list-style-type: none"> • ₹15,600/-–₹39,100 with Grade pay of ₹7,600/- (Admissible if the candidate is selected on deputation basis) <li style="text-align: center;">OR • ₹ 60,000/- per month (consolidated) (Admissible if the candidate is selected on contract basis) (No other allowance is admissible) <p>Note: Retired persons having the requisite qualification and experience can also apply on contract basis against the consolidated monthly emoluments of ₹ 60,000/- (No other allowance is admissible)</p> |
| Tenure | <ul style="list-style-type: none"> • <u>Selected on Deputation basis:</u> Initially for six months which may be extended on the basis of performance review and requirement or till the project lasts (whichever is earlier). • <u>Selected on Contract basis:</u> Initially for six months which may be extended on the basis of performance review and requirement or till the project lasts (whichever is earlier). • In case of selection of retired personnel, the tenure will be either for six months which may be extended on the basis of performance and requirement or till completion of the project whichever is earlier. |
| Age Limit | <ul style="list-style-type: none"> • Not exceeding 56 years as on <u>30th June, 2020</u> for deputation). For a retired person age limit is upto 65 years as <u>30th June, 2020</u> |
| No. of Positions | <ul style="list-style-type: none"> • One |

General Conditions:

1. Canvassing in any form will be a disqualification.
2. Competent authority in exceptional cases may relax requirements of age / educational qualification/ experience (except in case of retired personnel in respect of age).
3. The posts advertised shall be need based without any commitment for its filling, and number of vacancies may vary.
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. Applications received after the last date, without self-attested copies of testimonials and certificates etc. / incomplete applications may be rejected.
5. The applicants in Government/Semi-government organizations / public sector undertaking autonomous organizations must send their applications "Through Proper Channel". The applications received without the recommendations of the employers may not be considered.
6. Merely fulfilling the minimum prescribed qualification and experience 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 regard and interim enquiries will not be attended to.
7. Applications received after due date may not be considered.
8. The job contract will be regulated as per the terms of the project and the prevailing rules and procedure followed at NBRC time to time.

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

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Application for the post of Programme Coordinator (DeLCON Project)

(Advt. No. Acad/09/2020)

1. **Position applied** : _____
2. **Full Name in Capitals** : _____
3. **Date of birth** : _____
4. **Date of retirement (if applicable):** _____
5. **Gender** : _____
6. **Category** : _____
7. **Marital status** : _____
8. **Nationality** : _____
9. **Address for communication** : _____

10. **Contact numbers (landline and mobile):** _____
11. **E-mail ID** : _____

A copy of
colour
photograph

12. Details of educational qualifications starting from 10th Class onwards:
(Attach copies of certificates)

Qualification	Board/ University	Date of Commencement	Date of Passing	% Marks	Class / Division

13. Details of work experience:

Designation	Name of Organization	Length of experience		Total emoluments	Remarks
		From	To		

DECLARATION

I hereby declare that all statements made and information 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 Institute, my services will be cancelled / terminated forthwith.

Signature of the candidate

CERTIFICATE

(To be filled up by the Head of Organization / Institution of the applicant if currently employed)

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution / Organization has no objection to the candidature of the applicant being considered for the post applied for. It is certified that no vigilance / disciplinary case is pending or contemplated or initiated against the official. The integrity of the official is beyond doubt.

Signature.....
(Head of the Institution / Organization with seal)
Designation.....
Address.....
.....
Code No.....
Tele No.....

File No

Date