

**NATIONAL BRAIN RESEARCH CENTRE (NBRC)** invites application for the position of an **Accounts Administrative Assistant (Project)** in DBT project entitled “**DBT e-Library Consortium (DeLCON)**”.

Candidates interested fulfilling the following requirement can send the filled-in application form along with a bio-data and self-attested photocopies of certificates in support of their qualifications and experience through speed-post / courier by **07<sup>th</sup> July, 2021** to “**The Administrative Officer (Academics), National Brain Research Centre, Nainwal Mode, Gurgaon-122 052 (Haryana)**”. Due to the current situation (COVID-19) candidates can apply by post or by email (email ID: [projectt@nbrc.ac.in](mailto:projectt@nbrc.ac.in) (documents require in pdf format only).

*(Those candidates who applied against the Advertisement No. Acad. / 17 / 2020 needs not apply again)*

<b>Name of the post</b>	<ul style="list-style-type: none"> <li><b>Accounts Administrative Assistant (Project)</b></li> </ul>
<b>No. of Position</b>	<ul style="list-style-type: none"> <li>One</li> </ul>
<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in Commerce (B. Com.) along with 01-year relevant experience preferably in Govt. / Semi Govt. Organization / Public Sector Undertaking / Autonomous Organization, Educational Institutions, Universities etc.</li> </ul>
<b>Desirable Qualification</b>	<ul style="list-style-type: none"> <li>Candidates having a degree of MBA (Finance) or CA/ICWA will be preferred</li> <li>Knowledge of financial rules, accounting procedure and preparation of Budget, Taxation Work (TDS specialization), Foreign Remittance</li> <li>Knowledge of ERP-Tally, MS-Office etc.</li> </ul>
<b>Fellowship</b>	<ul style="list-style-type: none"> <li><b>₹ ₹ 25,000/- per month (consolidated)</b> (No other allowances are applicable)</li> </ul>
<b>Age Limit</b>	<ul style="list-style-type: none"> <li>Not exceeding <b>30 years</b> (as on the last date of receipt of applications)</li> </ul>
<b>Tenure</b>	<ul style="list-style-type: none"> <li>The tenure will be initially, for a period upto <b>31<sup>st</sup> March, 2022</b> or duration of the project whichever is earlier. Continuation will depend upon satisfactory performance and validity of the project. The post is co-terminus with the project. Selected candidates should abide by the rules and regulations of NBRC.</li> </ul>

**Note:**

- \* No TA / DA will be payable to the candidates for attending the interview.
- \* Only shortlisted candidates will be called for the interview to be held at NBRC.



**National Brain Research Centre**  
(Deemed University),  
**Manesar, Gurugram-122052, Haryana**  
**Application form**  
(Advertisement No. Acad./20/2021)

Please attach a recent, signed passport size photograph.

1	Titled of the project	:	
2	Position applied for	:	
3	<b>Name</b>	:	
4.	Father's Name		
5.	Mother's Name	:	
6.	Postal address	:	
			PIN CODE _____
7.	Permanent address	:	
			PIN CODE _____
8	Phone No (with STD Code)	:	
9.	Mobile No.	:	
10.	E-mail Address	:	
11.	Date of Birth (DD / MM/YYY)	:	
12.	Category	:	SC / ST / OBC / PH* / General (attached attested copy of the certificate)
13.	Nationality	:	
14.	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

**15. Details of work experience, if any:**

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

**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.
3. The posts advertised shall be need based without any commitment for its filling, and number of vacancies may vary.
4. Advertisement No. and Name of the post 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 will 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 respect 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.
9. No communication will be entertained in this regard.

## **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

## **CERTIFICATE**

(To be filled up by the Head of Organization / Institution where the applicant is 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.....