

## NATIONAL BRAIN RESEARCH CENTRE

(Deemed University)

(An Autonomous Institute of the Dept. of Biotechnology,  
Ministry of Science & Technology, Government of India)

NH-8, Manesar- 122 052, Distt.-Gurgaon, Haryana

Tel : 0124 –2845 200, 201, 208

E-mail: [admin.nbrc@nbrc.ac.in](mailto:admin.nbrc@nbrc.ac.in)



### Advertisement No. 04/2024

National Brain Research Centre (NBRC), Manesar, is an apex co-ordinating body for research in Neuroscience with the objective of undertaking basic research towards understanding brain structure and function in health and disease. The centre is located at Manesar, Haryana, 50 km from New Delhi. NBRC would like to recruit suitable person for the following position:-

Designation	Pay Level	No. of post (Reservation)/ Age limit	Mode of recruitment	Prescribed Qualifications/ experience/ competency	Educational minimum
Office Assistant  Post Code : 001	Level-04	* 1 (PWD)  Age: Not exceeding 40 years (including relaxation as per instructions/ orders of the Central Govt.)	Direct Recruitment	(i) Graduate from a recognized University/ Institution. (ii) One year experience in the relevant field of establishment, accounts or stores in a Central or State Government Department, University/ deemed university or educational/ scientific/ research institution, PSU/ autonomous body under Central or State Government. <b>Desirable</b> : Knowledge of computer/ word processor operations, maintenance of files, processing of cases, drafting, service/ other rules and regulations applicable in Central government offices/ Govt. of India bodies/ autonomous institutions. Other desirable qualifications will be as per requirements of the Centre for the specific post advertised.	

\* Blindness and low vision, Deaf and hard of hearing, Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, Autism, intellectual disability, specific learning disability and mental illness, and Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

#### General Conditions: -

1. The initial appointment by Direct recruitment (>2 years) shall be on probation for a period of 2 years from the date which he/she assumes charge of the post.
2. The probation period of a staff member may be terminated or extended for a period not exceeding two years with the approval of the authority
3. Canvassing in any form will be a disqualification.
4. The post advertised shall be need based without any commitment for its filling.

5. 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 Administrative Officer, National Brain Research Centre, Nainwal Road, Manesar 122052, Gurgaon, Haryana.
  - a) Self-Attested copies of Certificates.
  - b) Application Fee for PWD Candidates are exempted as per Govt. of India Rules.
  - c) Names of three references working in senior positions, who can certify the working/ conduct of the candidate.
6. 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 proper desired Demand Draft, without self-attested copies of testimonials and certificates etc. /incomplete applications may be rejected.**
7. **Nationality:** Indian citizens only shall be eligible to apply.
8. The applicants in Government/Semi-government organizations/ public sector undertaking/ autonomous organizations shall have to submit a 'No Objection Certificate' from the present employer either with application form or at the time of Test/ Interview, if shortlisted. Such applicants shall not be tested/ interviewed in case of their failure to produce the 'NOC'.
9. Merely fulfilling the minimum prescribed qualification and experience will not vest any right on a candidate for being called for test/ interview. Since it may not be possible to call all the candidates for test/ 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.
10. Candidate may specify the category they belong to and attach documentary proof in case they belong to PWD category.

Terms & conditions and Application Form may be downloaded from the website of NBRC ([www.nbrc.ac.in](http://www.nbrc.ac.in))

➔ Last date for receipt of completed application form is **13/01/2025**.

➔ Last date for candidates domiciled in North Eastern States, Andaman Nicobar Island, Lakshadweep, Jammu and Kashmir is **28/01/2025**.

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



**NATIONAL BRAIN RESEARCH CENTRE**  
(Deemed University)

NH-8, Nainwal Mode, Manesar- 122 052,

Distt. Gurgaon, Haryana

Tel.: 0124 – 2845200, Email: [admin.nbrc@nbrc.ac.in](mailto:admin.nbrc@nbrc.ac.in)

**Application Form for other than Faculty Posts**

Please read the instructions before filling the application form.

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

Post applied for .....

Post Code : 

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Details of Demand draft/IPO/Cash receipt

Bank Name \_\_\_\_\_ Draft/IPO No \_\_\_\_\_

Dated \_\_\_\_\_ Amount For \_\_\_\_\_

<p><b>Roll No.</b></p> <p>.....</p> <p><b>(To be filled in by the office)</b></p>
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<p>Please affix recent self-attested passport size photograph here</p>
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1. (i) Name (in block letters).....

(ii) Father's /Husband's Name.....

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

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3. Nationality .....Sex.....Male/Female.....

Married/Unmarried.....

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4. Postal Address (Address for communications .....  
 In block letters with PIN Code No.) .....  
 .....  
 Email Id ..... Tel/Mobile No. ....

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5. Permanent Address .....  
 (In block letters with PIN Code No.) .....  
 .....  
 Email Id ..... Tel/Mobile No. ....

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6. Do you belong to Scheduled Caste/Schedule Tribe/OBC. If so, state the name of the Caste/Tribe and details of a Certificate(S).....

7. 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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8. 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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9. Experience, if any

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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10. (a) Post held, if any, at the time of sending the application with date of appointment (state whether permanent, or temporary)
- (b) Name of Employing Authority
11. Minimum basic pay in scale of the post applied for expected Rs.....
12. Indicate the time you will require to join, if selected.....
13. Number of literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions, if any, obtained in the same.
14. Are you an Ex-serviceman/Disabled Defence Personnel/Dependent of Defence Personnel killed in action? If so, details of Certificate (e.g. No., Date and Issuing Authority).
15. Are you a Physically Handicapped person? If so give details of Medical Certificate issued by Competent Authority and the category to which you belongs: .....
16. Have you been debarred or punished for adopting unfair means in any examination by the Institution/Board or University? If so, please specify.....
17. Are you related to any employee(s) of the NBRC (National Brain Research Centre) and/or DBT (Department of Biotechnology, Govt. of India) or Institutes under DBT? If so, give details. ....
18. Have you been imprisoned by and Court of Law for any criminal or civil act? If so, give details. ....
19. Please write 1-2 pages on your qualifications, experience and aptitude and how do you envisage it to be useful for the post you have applied for.

20. Any other information .....

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21. DECLARATION:

I \_\_\_\_\_ hereby declare that the statement 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.

Place.....

Date.....

Signature of Applicant

Name of Applicant:

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**CERTIFICATE**

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

22. 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 certified.

Signature.....  
(Head of the Institution/ Organization with seal)

Designation.....

Address.....

.....

.....

.....Pin

Code No.....

Telephone No.....

File no.....

Date .....