



बीआरआईसी  
बायोटेक्नोलॉजी विभाग का संगठन  
BRIC  
a DBT Organization



एन.एच.-8 / NH-8, नैनवाल मोड़ / Nainwal Mode, मानेसर / Manesar – 122 052,  
जिला गुरुग्राम, हरियाणा / Distt. Gurgaon, Haryana  
दूरभाष / Tel.: 0124 – 2845 200, ई-मेल / E-mail: [admin.nbrc@nbrc.ac.in](mailto:admin.nbrc@nbrc.ac.in)

**Advertisement No. 03/2026**

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 / Post Code	Mode of recruitment	Prescribed Educational Qualifications/ minimum experience/ competency
Personal Secretary	Level-07	01 (UR)  <b><u>For Deputation (including short term contract)</u></b> 56 years as on the last date of the receipt of application.  Post Code : 001	Deputation (including short term contract)	<b><u>For Deputation (including short term contract):</u></b> Officials from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies/ PSUs under Central or State Governments, subject to fulfilment of the following conditions: 1. (a) holding analogous post on regular basis in the parent cadre; <b><u>OR</u></b> (b) with three years' regular service in related field at level 6 or six years' service at level 5 or eight years at level 4 and 2. Possessing the qualifications prescribed for direct recruits i.e., Graduate with proficiency in shorthand (120 wpm) and typing (50 wpm)

### General Conditions: -

1. The initial term of appointment by Deputation (including short term contract) will be **one (01) year** from the date of assumption of charge of the post, which may be extended, if needed.
2. Terms & Conditions for deputation will be as provided in DoPT O.M. No. 6/8/2009-Estt. (Pay II) dated 17/06/2010, as amended from time to time.
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 through **present employer** 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) Vigilance Clearance Certificate.
  - c) Integrity Certificate.
  - d) Copies of ACRs/ APARs for last 05 years attested by employer.
  - e) List of major & minor penalties imposed, if any, during last 10 years.
  - f) 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 ACRs/ APARs, self-attested copies of testimonials and certificates etc. /incomplete applications may be rejected.**
7. 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 shall be final. The Centre will not entertain any correspondence in this respect and interim enquiries will not be attended to.
8. Candidate may specify the category they belong to and attach documentary proof in case they belong to OBC/SC/ST/PH/Ex-serviceman 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 **29.06.2026.**
- ➔ Last date for candidates domiciled in North Eastern States, Andaman Nicobar Island, Lakshadweep, Jammu and Kashmir is **14.07.2026.**

Application No. -----



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**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 \_\_\_\_\_

1.

(i) Name (in block letters).....

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

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

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

Married/Unmarried.....

Roll No.

.....  
(To be filled in by the  
office)

Please affix recent  
self-attested passport  
size photograph here

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

---

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

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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.....	.....	.....	.....	.....	.....
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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 .....

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:

**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 .....