

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, 209

E-mail: admin.nbrc@nbrc.ac.in



Advertisement No. 01/2025

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	Job Description	No. of post (Reservation)/ Age limit/ Post Code	Mode of recruitment	Prescribed Educational Qualifications/ minimum experience/ competency
Chief Administrative Officer & Level-13 as per 7 th CPC (Rs. 1,23,100 – 2,15,900)	Overall administrative in-charge of the Institute with accountability to the Director.	1 (UR) <u>For Direct Recruitment</u> 55 years as on the last date of the receipt of application <u>For Deputation (including short term contract)</u> 56 years as on the last date of the receipt of application. Post Code : 001	Direct Recruitment/Deputation including Short-term contract/ absorption	<u>(a) For Direct Recruitment</u> (i) Masters degree in any discipline or Two year PG Diploma in Personnel Management/ HR from recognised University/ Institute. (ii) Minimum twelve years' managerial experience such as Administration, Establishment, Finance, Store Purchase, Estate Management in responsible capacity preferably in Scientific/ Research/ Teaching Institute/ University/ PSU/ Autonomous Body under Central or State Governments. Desirable: Knowledge of Govt. rules/ regulations, Modern Management Practices, proficiency in the use of computers/ Management Information Systems.

				<p><u>(b) For Deputation (including short term contract):</u></p> <p>Officials from Scientific/ Research/ Teaching institutions/ Universities/ PSUs/ Autonomous Bodies under Central or State Governments subject to fulfilment of the following conditions:</p> <p>(a) Holding analogous post on regular basis in the parent cadre OR</p> <p>(b) Having minimum experience of 12 years in relevant field of Administration, Establishment, Store Purchase, Estate Management in a responsible capacity out of which (i) five years experience in related field at Level-12. Or (ii) Eight years' experience in related field at Level-12 and Level-11 put together out of which two years' experience should be at Level-12 Or (iii) Ten years service in related field at Level-11 or equivalent.</p> <p>(c) Possessing the qualifications prescribed for direct recruitment.</p>
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General Conditions: -

1. The initial appointment by Direct recruitment/ contract including short term (>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 (non-refundable) Rs. 500/- in the form of Demand Draft in favour of “Director, NBRC” payable at Gurgaon/ Manesar.
- 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.** The application fee can also be paid online, and the receipt should be attached with application. The bank details are as follows:-

BANK ACCOUNT DETAILS

INSTITUTION ACCOUNT NAME	National Brain Research Centre
ACCOUNT NO.	056010100453998
IFSC CODE	UTIB0000056
BANK NAME (in full)	Axis Bank Ltd.
SWIFT CODE	AXISINBB056

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 Interview, if shortlisted. Such applicants shall not be interviewed in case of their failure to produce the ‘NOC’.
9. The applicants in Government/Semi-government organizations/ public sector undertaking/ autonomous organizations applying on Deputation Basis shall have to send their application through proper channel along with the following documents:
 - 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.
10. Deputation will be governed as per rules of deputation of GOI as amended from time to time.
11. Merely fulfilling the minimum prescribed qualification and experience will not vest any right in 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.
12. 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)

- ➔ Last date for receipt of completed application form is **07.03.2025.**
- ➔ Last date for candidates domiciled in North Eastern States, Andaman Nicobar Island, Lakshadweep, Jammu and Kashmir is **24.03.2025.**