



NATIONAL BRAIN RESEARCH CENTRE (Deemed University)

(An Autonomous Institute of the Dept. of Biotechnology,
Ministry of Science & Technology, Government of India)
NH-8, Manesar- 122 051, Distt.-Gurgaon, Haryana
Tel : 0124 –2845 200, Fax : 0124-2338910
e-mail :admin@nbrc.ac.in

Advertisement No. 04/2016

National Brain Research Centre (NBRC), Manesar, is the 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. NBRC would like to recruit suitable persons for the following position:-

Post Code: 001: Management Assistant (Accounts)

Remuneration:- Rs. 25,000 /- (consolidated) per month.

Method of recruitment:- On contract basis.

Qualification & Experience:- Graduation in Commerce having the knowledge of Tally with one-year work experience.

Desirable: Candidates having knowledge of latest accounting packages, maintaining files, processing and putting up of the office notes, drafting skills, service rules and regulations of Central Govt./Autonomous Bodies would be preferred.

Tenure:- Initially for 1 year and good candidates may be considered for a further extension and increase in emoluments based on performance review.

Age:- 30 Years

General Conditions:-

1. The appointment will be made on purely contractual in nature for a period of one year. The position may be further extended with an increase in emoluments based on performance review.
2. Canvassing in any form will be a disqualification.
3. Competent authority in exceptional cases may relax requirements of age/ educational qualification/ experience.
4. The post advertised shall be need based without any commitment for its filling, and number of vacancies may vary.
5. Candidates who are desirous of being considered for the above posts and who can take up the assignment 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 Mode, Manesar 122051, Gurgaon (Haryana) on or before 04th October, 2016.**
 - a) Attested copies of Certificates.
 - b) Application Fee (non-refundable) Rs. 100/- for General and Rs. 50/- for OBC in the form of Demand Draft in favour of "Director, NBRC" payable at Gurgaon/Manesar. The application fee for candidates belonging to SC/ST/PH category

would be exempted subject to the production of Certificate. Woman candidates are also exempted from payment of application fee.

- 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 attested copies of testimonials and certificates etc. /incomplete applications may be rejected.
7. The applicants in Government/Semi-government organizations/ public sector undertaking autonomous organizations must either send their applications “Through Proper Channel” or produce “No Objection Certificate” from employer at the time of interview. The candidates whose applications are received without the recommendations of the employers or who fail to produce “No Objection Certificate” at the time of interview shall not be allowed to attend the interview.
8. 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.
9. Applications received after due date may not be considered.
10. Candidate may specify the category they belong to and attach documentary proof in case they belong to OBC/SC/ST/PH/Ex-serviceman category. The reservation rules/guidelines of the Govt. of India will be applicable. The upper age limit is relaxable for SC/ST/OBC/PH applicants as per the rules / guidelines of the Government of India.
11. Application should be complete in all respects, filling in applicable columns and any incomplete application will be summarily rejected.

Terms and conditions and application form may be downloaded from the website of NBRC (www.nbrc.ac.in) or obtained by post on request from the Administrative Officer, NBRC, Nainwal Mode, Manesar-122051, Haryana. The request for application form should be accompanied by a demand draft for Rs. 50/- drawn in favour of Director, NBRC payable at Gurgaon along with details of the address where the application form is to be sent, along with requisite fee (independent of above Rs. 50/-) and other required documents.

➔ The completed application form should reach on or before 04th October, 2016.

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



NATIONAL BRAIN RESEARCH CENTRE
(Deemed University)

NH-8, Nainwal Mode, Manesar- 122 050,
Distt. Gurgaon, Haryana
Tel.: 0124 – 2338922-26, Fax: 0124 – 2338910
Email : info@nbrc.ac.in, admin@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 _____

Roll No.

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

Please affix recent
self attested passport
size photograph here

1.

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

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

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

3. NationalitySex.....Male/Female.....

Married/Unmarried.....

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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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