



राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान
National Institute of Animal Biotechnology

(An Autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)
Sy.No. 37, Opp. Journalist Colony, Extended Q City Road, Gowlidoddi, Gachibowli, Hyderabad, Telangana, India -
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NIAB, an autonomous institute under the aegis of the Department of Biotechnology, Ministry of Science & Technology, Government of India, is aimed to harness novel and emerging biotechnologies and create knowledge in the cutting edge areas for improving animal health and productivity. The Institute's research focus is on animal genetics and genomics, transgenesis, stem cell & its applications, reproductive biotechnology, infectious diseases, nanotechnology, bioinformatics and Nutrigenomics. The Institute aims at translational research leading to genetic enhancement of Indian Livestock species and basic research towards development of novel vaccines, diagnostics and improved therapeutic molecules for farm animals.

NIAB invites applications from suitably qualified, dynamic, result oriented and dedicated Indian citizens for filling up the following positions:

1. Service & Maintenance Engineer - 1 Posts (1- UR)	
Pay Level	7 as per 7 th CPC
Method of Recruitment	Direct recruitment basis
Age Limit	35 years
Essential Qualification for Direct Recruits	Essential: Graduate in Civil / Electrical/Mechanical Engg. from a recognized institute/University with 3 years' experience in maintenance of HT/LT Electrical equipment / Air-conditioning equipment/Buildings, etc. Desirable : (i) Knowledge of Construction Rules/manual in any Public Undertakings/institutions. (ii) Experience in R&D Organisation
Job Description	Will assist in maintaining the large set up of motor and power control centres including ac plants, electrical installations, maintenance of the instruments in the laboratories, other facilities. Upkeep of the maintenance of the different systems, and be responsible to emergency and routine requirements. In addition, any other duties assigned by the competent authority
2. Office Assistants - 2 Posts (1- UR and 1 -OBC)	
Pay Level	6 as per 7 th CPC
Method of Recruitment	Direct recruitment basis
Age Limit	35 years
Essential Qualification for Direct Recruits	Essential: Any Graduate from a recognised Institute/ University with 8 years of working knowledge and experience in Administration / Establishment / Accounts/Stores/ Purchase / Academic in a Government Organization of repute. Desirable: (i) Typewriting English / Hindi Lower with 30 w.p.m. and 2 years of experience in secretarial / office work in a Govt.

	Organization/ Public Body / an Organization of repute. (ii) Working experience in R&D Organization
Job Description	To provide secretarial assistance, office co-ordination and maintaining office records To carry out regular work of establishment, finance & accounts and stores & purchase in processing personnel matters, personal claims, payments, service matters, purchase matters, store keeping, vigilance and cash handling. Travel arrangements, coordinating meetings, disciplinary matters, budget, final accounts and rendition of different statutory returns etc. In addition, any other duties assigned by the competent authority.
3. Clerks - 2 Post (UR)	
Pay Level	4 as per 7 th CPC
Method of Recruitment	Direct recruitment basis
Age Limit	25 years
Essential Qualification	Essential: 10+2 from a recognized Institute/ University with Typewriting English with 35 w.p.m/ Hindi Lower with 30 w.p.m.
Job Description	To carry out regular work of establishment, finance & accounts and stores & purchase in processing personnel matters, personal claims, payments, service matters, purchase matters, store keeping, vigilance and cash handling. Travel arrangements, coordinating meetings, disciplinary matters, budget, final accounts and rendition of different statutory returns etc. In addition, any other duties assigned by the competent authority.
4. Supporting Staff - 2 Post (UR)	
Pay Level	5 as per 7 th CPC
Method of Recruitment	Direct recruitment basis
Age Limit	25 years
Essential Qualification	Essential: Any Graduate from a recognised Institute / University with 5 years of working knowledge and experience in Administration / Establishment / Accounts / Stores/Purchase/ Academic in a Government Organization of repute. Desirable: (i) Typewriting English with 35 w.p.m/Hindi Lower with 30 w.p.m. (ii) Working experience in R&D Organization
Job Description	To provide assistance in admin / S&P/F&A/Engineering/ ICT section for digitalisation and other associated works In addition, any other duties assigned by the competent authority.

General Information and Conditions:

1. The positions carry usual allowances as admissible to the Central Government Employees of the same pay and status posted at Hyderabad, Telangana.
2. Appointment will be made initially on **probation period of two years** which may be extended at the discretion of the Competent Authority. Further continuation will depend on candidates' performance during the initial period of probation.
3. **Candidate(s) employed in Government / Semi Government Organizations / Autonomous Bodies / PSU's should route their applications through proper channel. They may upload 'No Objection Certificate (NOC)' from their present employer at the time of online application and produce the hard copy (in original) at the time of interview.**
4. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
5. Reservations as per the Government of India norms in respect of SC / ST / OBC / PWD etc. will apply. Women scientists fulfilling the requirements are encouraged to apply.

6. Age limit shall be reckoned as on the closing date for receipt of application.
7. **The upper age limit is up to 05 years for SC/ST and 03 years for OBC as per the Government orders in force only in those cases where the posts are reserved for respective categories**, on production of relevant certificates in the prescribed format signed by the specified authority at the time of interview. The OBC candidates should produce the prescribed certificate valid for employment under Central Government. Age relaxation for Persons with Disabilities (PwD) falling under the following categories: UR-10 years, OBC-13 years, SC/ST-15 years. For ex-servicemen upto the extent of service rendered in defence forces (Army, Navy & Air Force) plus 3 years.
8. The age limit, qualification, experience and other requirements may be relaxed at the discretion of the competent authority, in case of candidates who are otherwise found suitable.
9. Reservation for persons with disability (PWD) will be in accordance with section 33 of Disabilities Act, 1995 will apply.
10. Experience for the positions mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.
11. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification and experience. The decision of the Competent authority will be final in this respect.
12. Only shortlisted candidates will be called for written test and / or skill test as decided by the competent authority.
13. Candidates called for written test and / or skill test will be paid single second class rail fare from the actual place of undertaking the journey or from the normal place of residence whichever is nearer to Secunderabad Railway Station on production of relevant document of travel. However, reservation and sleeper charges and surcharge on superfast trains will be admitted if requisite ticket / receipt etc. is submitted as proof of having actually incurred the expenses. In the absence of valid details in the TA claim, the surcharges, etc., will not be allowed.
14. **Mere fulfilment of the minimum qualification and experience will not vest any right on a candidate(s) for being called for a written test / interview etc. The decision of the Competent authority in all matters will be final. No correspondence will be entertained from the candidate(s) in connection with the process of selection / interview.**
15. The Institute reserves the right to call only the requisite number of candidate(s) for selection process after shortlisting with reference to the candidates' essential and desirable qualification, suitability, relevant experience, etc. and also to convert the desirable qualification into essential qualification to optimise the number of candidate(s) for selection process.
16. Candidate(s) employed in Government / Semi Government Organizations / Autonomous Bodies / PSU's shall also have to submit a certificate from the employer at the time of interview that no vigilance / disciplinary case is either pending or contemplated against him / her.
17. The Institute reserves the right to enhance the criteria of shortlisting over and above the essential and desirable qualification and experience advertised, to optimise the number of candidate(s) to be called for interview. Therefore, candidate(s) should mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are complete and accurate.
18. Age limit and No. of years of Experience will be reckoned as on date of closing of online application. Relaxation as per rules will be considered.
19. The Institute reserves the right to reject any or all the applications and to cancel the advertised post, at any stage of the selection process, without assigning any reasons thereof. The decision of the Competent authority in all matters relating to eligibility, acceptance or rejection of any / all

applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening / selection, conduct of examination / interview, shall be final and binding on the candidate(s).

20. Incomplete applications are not likely to be considered.

21. For any legal dispute, the courts of law at Hyderabad, Telangana will have the jurisdiction.

22. NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.

23. An application fee through a crossed Demand Draft drawn on any nationalised bank and valid for at least 3 months in favour of “National Institute of Animal Biotechnology, Hyderabad” payable at Hyderabad, preferably Punjab National Bank, Gachibowli (Code No.PUNB0498700), Hyderabad OR Pay directly through this payment link <https://epayments.in.worldline.com/niab>. (PWD / departmental candidates are exempted for payment of application fee).

Application Fee for each post	
Unreserved candidates	Rs. 200/-
SC/ST/OBC/Women candidates	Rs. 100/-
Unreserved candidates from abroad with OCI status	USD \$ 15
SC/ST/OBC/Women candidates with OCI status	USD \$ 10

Note: The Candidate applying for one or more posts shall pay application fee for each post separately.

24. How to apply

- a) Eligible candidates are required to apply ONLINE through our website www.niab.res.in
- b) The candidates needs to register on the website with username and password along with valid email id. Already registered candidates, may login with the existing username and password
- c) Before online application, the candidate(s) should keep ready soft copies of the following in PDF/JPEG format as per Application form: (a). recent passport size photograph, (b) All educational certificates, (c) All experience certificates, (d) Caste / Category certificates, (e) NOC from employer (f) any other certificates or testimonials. While applying these certificate needs to be uploaded in the relevant part of the application format.
- d) An application fee is payable through a crossed Demand Draft drawn on any nationalised bank and valid for at least 3 months in favour of “National Institute of Animal Biotechnology, Hyderabad” payable at Hyderabad, preferably Punjab National Bank, Gachibowli (Code No. PUNB0498700), Hyderabad OR Pay directly through this payment link <https://epayments.in.worldline.com/niab>. (PWD / departmental candidates are exempted from payment of application fee).

The following details must be filled on back side of Demand Draft and should be sent in an envelope super-scribing “APPLICATION FOR THE POST OF _____” by post to the Director, National Institute of Animal Biotechnology, Sy.No. 37, Opp. Journalist Colony, Extended Q City Road, Gowlidoddi, Gachibowli, Hyderabad, Telangana, India 500 032 send by post :

- i. Advertisement Number
- ii. Candidate's Name
- iii. Category
- iv. Post Applied for

e) All self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience, caste certificate (if applicable), curriculum vitae along with Fee payment receipt should be uploaded / DD copy (PDF format only) through relevant part of the application format on or before the prescribed last date. Hard copy is not required.

- f) Please note that the application without signature, or online applications are received after due date & time or incomplete in any other aspect or without fee payment will be summarily rejected.
- g) On successful submission of the online application form, the candidate(s) must take the printout of the PDF and keep it for their reference and record purpose.
- h) Candidate(s) are advised to apply early and not to wait for the last date, so that the last moment internet traffic can be avoided.
- i) For any technical queries while filling the application, please email to recruitment@niab.org.in.
- j) Important dates

Date of commencement of online applications : 26 Sep 2022

Last date for receipt of on-line applications : 25 Oct. 2022 by 5 PM

Sd/-
Director, NIAB