



**BRIC-NATIONALINSTITUTEOFIMMUNOLOGY**

*(A Research Institute of Department of Biotechnology, Govt.of India) Aruna Asaf Ali  
Marg, New Delhi- 110067*

**ADVTNO.02/2024**

**ADVERTISEMENT FOR WALK-IN INTERVIEW: ENGAGEMENT OF MANPOWER FOR  
BRIC SECRETARIAT**

BRIC-NII invites applications for the following manpower position for Coordination in department of [Biotechnology Research & Innovation Council \(BRIC\)](#) purely on contract basis for working on fulltime basis in BRIC Secretariat at New Delhi:

**1. Name of the Post: Young Professional: 1 Post with Age Limit: Below 35 Years**

**a) Essential Criteria** :Any Master's Degree B.E/B.Tech/ B. Pharma/ MBA/PGD in Management with at least 02 years of experience with having minimum 60% marks

**OR**

The candidate should either have a Bachelor's degree in science/ commerce with at least 03 years of experience with having minimum 60% marks may also attend.

Candidates with experience in the relevant areas of HR, Office matters, Academic Administration, Management or coordination/Management of large scientific project shall be preferred.

**b) Duties &Responsibilities:**

- i) Participate in meeting, events, conference related to Secretariat coordinate administrative preparation ensuring all necessary documents and prepare and distribute relevant post-event document like meeting minute's action plan summary document as required.
- ii) Also take up activities including monitoring and addressing of ongoing scientific schemes and programme, to provide support in addressing policy issues.

**c) Monthly Remuneration: Rs.60, 000/- Consolidated.**

**d) Leave:** Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of Service. Accumulation of leaves beyond a calendar year shall not be allowed.

**e) Other terms and conditions:** The terms and conditions of engagement of the manpower shall be in accordance to the instructions issued from time to time by Govt. of India.

**2. General Terms &Conditions:-**

1. The initial engagement of Young Professional shall be one year from the date of appointment. Initial engagement shall be extended further as per requirement based on satisfactory performance and mutual consent.
2. The appointment of Young Professional would be on full time basis and he/she would not be permitted to take up any other assignment either part time or full time during the engagement with the Institute.

3. The appointment of Young Professional is of a temporary nature and can be terminated by giving not less than one month's notice on either side at anytime without assigning any reason.
4. The Young Professional shall be paid a fixed consolidated monthly remuneration. No other allowance shall be admissible.
5. The Young Professional shall be completely accountable for any advice/service rendered by them during their engagement in the BRIC in view of the norms of ethical business and professionalism.
6. Merely fulfilling the essential qualification/experience does not guarantee to be called for interview.
7. The posts are filled-upon purely temporary basis & the candidate will have no right to claim for any type of Permanent Employment or continuation of his/her services in any other project/assignment.
8. The prescribed age limit, educational qualifications, experience etc. shall be reckoned as on the last date of receipt of applications.
9. Applications not in conformity with the requirement indicated in the advertisement, are liable to be rejected.
10. **How to apply:** The self-attested photocopies of all educational qualifications, experience certificates; caste certificate, recent passport size photo, are advice to be brought in a Hard copy at the time of Walk-In Interview.
11. **Date and Time of Walk-in-Interview:** The Walk-in Interview will be conducted on **4<sup>th</sup> November, 2024 at 2:00 PM.** (Please bring filled Format enclosed along with while appearing for Interview)
12. **Place/Venue of Interview:** National Institute of Immunology, Aruna Asaf Ali Marg, Near JNU Campus, New Delhi-110067.
13. If at any point of time, it is found that the information furnished by the candidate was incorrect in any respect or forged/fabricated documents were presented by any candidate, his/her candidature will be cancelled and in case the candidate has already joined the post, his/her services shall be summarily terminated.
14. If any applicant has desired experience in the relevant area any of the DBT AI's, the age relaxation for the recruitment process will be considered by deducting the time spent in contractual employment in the Institute from the maximum age prescribed for the post applied for.
15. No TA/DA shall be paid for attending the interview.

## FORMAT OF APPLICATION

1. Name of the Applicant:-  
(In Block Letters).....
2. Father's/Husband's Name:-.....
3. Mother's Name:-.....
4. Name of the post applied for:-.....
5. Category of the post applied for:-  
SC/ST/OBC/EWS (please attach certificate):-.....
6. Whether belongs to PwD (Deaf and Hard of Hearing),(if yes ,attach certificate):-.....
7. Date of Birth:-(DD/MM/YY).....
8. Gender (Male/Female/Transgender):-.....
9. Postal address:-.....  
  
E-mail:-.....  
  
Mobile Number: .....
10. Permanent  
Address:.....
11. Nationality:-.....
12. Marital Status:-.....
13. Educational Qualification(from Matriculation onwards):-

Affix  
Passport  
Size  
Photograph

S.No.	Degree	Board/University	Division	Year of Passing	Subjects

14. Experience(from Current to Oldest):-

S.No.	From	To	Name of Organization	Position held	Scale of Pay

15. Professional training under gone, if any, and details thereof:-  
.....

16. Total experience at Govt. Dept.(Years/Months) or any other Dept (mention separately:-  
.....

17. Names &contact in formation of three potential referees: -.....

18. Any other relevant information that you may like to furnish:-.....

**Date:**

**Place:**

**Signature of the Applicant**

