



ब्रिक-राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान
नई दिल्ली

BRIC-NATIONAL INSTITUTE OF IMMUNOLOGY
ARUNA ASAF ALI MARG, NEW DELHI

Applications are invited for the one contractual position of Business Analyst for the following time-bound sponsored project as per the details given below:

S. No	Name of the project & Duration of the Project	Post details & No. of Posts/ Age Limit	Name of the Project Investigator and Email ID
1.	“Development, operation, and maintenance of an online electronic project management system for the Department of Biotechnology” funded by DBT Tenable till- 02.09.2029	Business Analyst (One position only) Age Limit: 35 Years	Dr. Debasisa Mohanty Project Investigator Director, NII mompcoc@nii.ac.in

Educational Qualifications:

Essential Requirement:

Basic: Bachelor's degree in Computer Science/IT/Information System/related fields from a recognized university / institute.

Preferred: Master's degree in Computer Science/IT/Information System / Finance or related fields from a recognized university / institute.

Desirable Skills & Experience:

- 6+ years of proven experience as a Business Analyst in IT.
- Strong knowledge of Agile, Scrum, Lean Six Sigma; frameworks like BABOK and PMI-PBA.
- Expertise in requirements elicitation and management (interviews, workshops, surveys, user stories).
- Proficient in Jira, Confluence, and Azure DevOps for requirements documentation.
- Skilled in business process modelling (BPMN) using Visio, Lucid chart, Enterprise Architect.
- Proficiency in SQL and database querying tools; experienced in data analysis & visualization with Power BI, Tableau, Google Data Studio.
- Familiar with software development lifecycle and Agile collaboration (Scrum/Kanban boards).
- Knowledge of project management tools (MS Project, Jira, Trello).
- Experience in business process automation (UiPath, Power Automate, Zapier).
- Certifications: CBAP, CCBA, PMI-PBA.

Job description:

- (a) To understand business requirements from multiple stakeholders and prioritize them.
- (b) Interpret business requirements and simplify them for easy analysis of top management to make strategic business decisions.
- (c) Create solutions based on the requirements identified, create change management proposals, and work towards achieving the organization's long- term goals.
- (d) Review specifications for required change management, while efficiently organizing business needs.

- (e) Work in close collaboration with the Project Managers, Technical Architects and Development team to ensure the team understands the requirements.
- (f) Facilitating the right design sessions with the project implementation team.
- (g) Delivering the correct elements of system design, business rules, and other relevant deliverables.
- (h) Pull information from multiple sources from within the organization while analyzing and reporting the relevant data trends for informed decision making.
- (i) Breaking down the technical and architectural requirements so that the entire team understands the infrastructure and technical requirements.
- (j) Actively participate in capturing new business requirements and communicating them with the development team.
- (k) Directly communicate with the relevant stakeholders and transfer this knowledge to the project development teams.
- (l) Helps the management envision future needs among changing business processes and models.

Emoluments: The selected candidates will draw consolidated emoluments as per Institute Rules, depending upon qualifications & experience:

Rs. 55,000/- to 60,000/- per month consolidated. (As per funding agency norms)

General Terms & Conditions:

1. The position will be on contract, initially for a period of ten (10) months, which may be extended further at the discretion of the Competent Authority as per the requirement of the NII. The position will be co-terminus with the project.
2. The position is subject to periodic evaluation of the performance of the incumbent and if, on such evaluation the performance is not found to be satisfactory, the contract will be terminated with one-month notice.
3. The appointment will be on full-time basis and he/she will not be permitted to take up any other assignment during the period of contract. The contract may be terminated by either party by giving one-month advance notice in writing.
4. The consolidated emoluments shown above are only indicative and shall be decided by the Selection Committee for the selected candidate based on his/her relevant experience and qualification. No other perks or allowances are admissible.
5. The incumbent will be required to conform to the rules and regulations of NII in force from time to time and follow the discipline rules of the NII failing which the contract may be withdrawn at any point of time.
6. The incumbent will not be considered to be a permanent employee of the NII and conferment of this contract will not imply any assurance or guarantee for regular employment in the NII. The incumbent shall not claim for regularization or absorption in the NII. However, the incumbent may apply for the advertised posts subject to meeting eligibility criteria for the post and as per institutional policy.
7. All educational, professional and technical qualifications should be from a recognized Board/University. Experience shall be counted for work done after the qualifying degree for the relevant position.
8. Persons working in Govt. or Public Sector Undertaking should apply through proper channel or produce 'No-Objection Certificate' at the time of selection process.

9. Canvassing in any form will be a disqualification.
10. Vacancy shown above are indicative only and the number may increase or decrease as per requirement and availability of suitable candidates and at the discretion of the Competent Authority.
11. Candidates must ensure that he / she fulfils all the eligibility criteria as stipulated in the advertisement. If it is found that he / she does not fulfil the stipulated criteria during the recruitment process, the candidature of the candidate will be cancelled. If the same is noticed after the appointment, the candidate will be terminated following due process.
12. Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for the selection process. Only the candidates shortlisted by a duly constituted Screening Committee will be called for the selection process. The decision of the NII in this regard will be final. No interim inquiries in this regard will be entertained.
13. Closing date of Online Application will be the crucial date for determining eligibility with regard to age, essential qualification etc.
14. Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
15. The incumbent will be entitled for leave as admissible to the contractual staff of the NII. The un-availed leave cannot be carried forward or encashed.
16. Age relaxation as per GoI norms is available to eligible applicants. In all other cases, if a candidate is otherwise suitable, age/experience relaxation may be granted by the Competent Authority.
17. All results/notifications/addendum/corrigendum will be published only on NII website. Therefore, the candidates should visit the NII website regularly till completion of the recruitment process.
18. Candidates canvassing/giving incorrect information/violating norms in any kind, detected at any stage, before or after the selection will be disqualified with immediate/retrospective effect, as the case may be.
19. All communications will only be made through email.
20. The decisions of the Competent Authority, NII will be final and binding in all cases.

HOW TO APPLY: Interested candidates may apply directly, **STRICTLY IN THE PRESCRIBED FORMAT GIVEN BELOW**, through E-mail, to the Investigator of the project, clearly indicating the name of the project along with their complete CV, E-mail-ID, fax numbers, telephone numbers. **Only Short-listed candidates** will be called for interview, and they required to submit attested copies of all their certificates. A demand Draft of Rs 100/- drawn on Canara Bank or Indian Bank payable at Delhi/New Delhi in favour of the Director, NII or can make the payment through UPI/Paytm/Phone Pe etc. in **the Bank A/c Beneficiary Name: Director, NII/Account No. 1484101001636/IFSC: CNRB0001484/**) and Women & SC/ST/PH Candidates are exempted from payment of fees, (subject to submission of documentary proof), at the time of interview.

LAST DATE OF RECEIPT OF APPLICATIONS: 12th September, 2025

PRESCRIBED FORMAT

1.	Full Name				
2.	Father's Name				
3.	Mother's Name				
4.	Date of Birth & Age				
5.	Gender				
6.	Category (UR/SC/ST/OBC/PH)				
7 (a)	Full Current Correspondence Address				
(b)	Permanent Address				
8.	Email Id Mobile No.				
9.	Details of Past Experience & Present Employment				
10.	Whether qualified any 'National Level Examination' (Please State)				
11.	Please State, whether holding Overseas Citizenship Card of India, (Yes/No)				
12.	Details of the Academic/Professional Qualifications:				
	Name of examination passed	Year of passing	Board/Institution/University	Percentage and division	Remarks

Please Note: Applicants who are already in regular government service and willing to apply for the above contractual position are advised to take prior permission from their parent organization for the same. In the event of selection, such candidates are to ensure their relieving within 30 days of the offer, so as to join the position within the specified period. No request for extension of joining period shall be entertained under any circumstances. The position is contractual only with consolidated emoluments and shall not be eligible for any pay level salary, perks & allowances. During the contract period of the employee, NII shall not have liability of any kind to his/her parent organization.
