



(An autonomous institution of the Department of Biotechnology, Ministry of Science and Technology, Government of India)

NCCS Complex, S. P. Pune University Campus, Ganeshkhind, Pune – 411 007

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**Advertisement No. 3/2022**  
**Recruitment of Administrative & Technical Staffs**

NCCS is an autonomous institution of Department of Biotechnology, Government of India. It is at the forefront of basic research in diverse areas of cell biology. The contributions made by scientists of NCCS have gained worldwide recognition.

NCCS invites applications from Indian nationals for the following position from candidates possessing excellent academic record and relevant work experience.

**a) Administrative staff**

Positions	Pay Level *	Total monthly emoluments	No. of posts/Category	Age Limit
Officer ‘A’	Level 7 as per 7th CPC	Rs.79,053/-	1 (OBC)	30 years + relaxation as per Govt. of India rules

- Officer ‘A’: Post: 1 (OBC), Pay Matrix Level 7 as per 7<sup>th</sup> CPC.

Age limit: Not exceeding 30 years + relaxation as per Govt. of India rules.

**Method of appointment:** By Direct Recruitment

**Educational qualifications and experience:** -

Graduate in any discipline and minimum 3 years experience in the level No.6 of the pay matrix or 5 years experience in level No.4 having knowledge of Administration, Finance & Audit and Stores & Purchase and good working knowledge in computer operation & should be familiar with information & Communication Technologies.

**Job Description:** -

All Establishment matters like appointments/promotions/pay fixation/MACP, Amendment of Recruitment Rules, Noting & Drafting, RTI matters, Reply to Parliament questions, Maintenance of Leave records and Service Books.

Processing of personnel claims, contractual bills, repairs and maintenance of equipments, work orders, library bills and project bills, Preparation of ITR returns in Form 16 and 16A. Filing IT Quarterly Returns, and transport management.

Procurement of goods and services indigenously through GeM as well as import of equipments/ consumables. Engagement of Customs House Agents for import consignments clearance from custom house. Liaisoning with bankers for remittance of foreign currency payments for purchases from overseas sources. Inventory management, Interaction with various Government and non-Governmental agencies, Disposal of unserviceable/obsolete/scrap material.

Generating online bank statements, Audit of purchase proposals received from I & M, Civil etc. Fund management, compliance regarding UC & SE of projects, conducting audit like C & AG, MST, Statutory audit etc. Preparation of audit replies. Regulating statutory compliance for Charitable trust, Income tax etc.

**b) Technical staff**

<b>Sr. No.</b>	<b>Positions</b>	<b>Pay Level</b>	<b>Total monthly emoluments</b>	<b>No. of posts/ Category</b>	<b>Age Limit</b>
1	Technical Officer 'A' (I & M)	Level 7 as per 7th CPC	Rs.79,053/-	1 (OBC)	30 years + relaxation as per Govt. of India rules
2	Technician 'C' (Lab)	Level 6 as per 7th CPC	Rs.63,378/-	1 (OBC)	30 years + relaxation as per Govt. of India rules
3	Technician 'C' (Lab)	Level 6 as per 7th CPC	Rs.63,378/-	1 (SC)	30 years + relaxation as per Govt. of India rules
4	Technician 'B' (I&M)	Level 5 as per 7th CPC	Rs.53,148/-	1 (OBC)	25 years + relaxation as per Govt. of India rules
5	Assistant Technician (Lab)	Level 2 as per 7th CPC	Rs.34,725/-	1 (SC)	18 to 25 years + relaxation as per Govt. of India rules
6	Assistant Technician (I&M)	Level 2 as per 7th CPC	Rs.34,725/-	1 (UR)	18 to 25 years

1. **Technical Officer 'A'(I & M)**: Post: 1 (OBC), Pay Matrix Level 7 as per 7<sup>th</sup> CPC.

Age limit: 30 years + relaxation as per Govt. of India rules.

**Method of appointment:** By Direct Recruitment

**Educational qualifications and experience:**

AMIE/B.E./B.Tech. in Engineering or M.Sc. (Physics/Electronics/ Instrumentation) with 3 years experience after degree or Diploma in Engineering /B.Sc. in (Physics/Electronics/Instrumentation) with 7 years experience in relevant area. Candidates should have 60% marks in aggregate in qualifying examination.

**Job Description:**

The candidate will be responsible for repairs and maintenance of all the equipment such as CO<sub>2</sub> incubators, Refrigerated Centrifuges, Microscopes, RT-PCR, FACS, PID temperature controllers, PLC & digital controllers, UPS etc. He/She should be conversant with the installation, maintenance and routine operations of the Laboratory & Scientific equipment/instruments. Candidate should be conversant with the basic principles of operation of various instruments and should be willing to acquire additional knowledge through internet sources and manuals. He/She should have the knowledge of servicing and safe handling of sophisticated instruments. The candidate is expected to keep stock of consumables and spares required for the regular maintenance and service of the equipment. He/She should maintain service records of all lab equipment.

2. **Technician 'C' (Lab)**: Post: 2 (OBC) & Post: 3 (SC), Pay Matrix Level 6 as per 7<sup>th</sup> CPC.

Age limit: 30 years + relaxation as per Govt. of India rules.

**Method of appointment**: By Direct Recruitment.

**Educational qualifications and experience**:

M.Sc. with 2 years of relevant experience in R & D organizations. Candidates should have minimum of 60% marks in aggregate in qualifying examination.

**Job Description**:

The candidate is expected to perform basic cell and molecular biology related activities and handling of small experimental animals. The candidate is required to maintain a daily record of the work performed. In addition, the candidate is required to carry out any other assigned departmental work.

3. **Technician 'B' (I & M)**: Post: 1 (OBC) Pay Matrix Level 5 as per 7<sup>th</sup> CPC.

Age limit: 25 years + relaxation as per Govt. of India rules.

**Method of appointment**: By Direct Recruitment.

**Educational qualifications and experience**:

Diploma in Engineering with 5 years of experience. Candidates should have of 60% marks in aggregate in qualifying examination.

**Job Description**:

The candidate should be expert in repairs & maintenance of various equipment like cooling centrifuges, -20°C and -80°C deep freezers, refrigerators, handling of centralized AC plants, AHUs and allied BMS (Building management systems) etc. He/She should be conversant with routine and breakdown maintenance of these equipments and computerized technologies. The candidate is required to maintain a daily record of the work performed. In addition, the candidate is required to carry out any other assigned departmental work.

4. **Assistant Technician (Lab)**: Post: 1 (SC) Pay Matrix Level 2 as per 7<sup>th</sup> CPC.

Age: 18 to 25 years. Not exceeding 30 years (Including age relaxation for SC).

**Method of appointment**: By Direct Recruitment.

**Educational qualifications and experience:**

H.S.C. or intermediate in science with 3 years experience in R & D laboratory or H.S.C. or intermediate in science with DMLT having 1 year experience in R & D laboratory. Candidates should have at least 50% marks in aggregate in qualifying examination.

**Job Description:**

To assist research activities in various departments such as washing & sterilization sections, experimental animal facility, research laboratories and core facilities. Proper disposal of biohazards waste materials, operation of autoclave & hot air ovens, supervision of distilled water plant (Milli RO & Milli Q system) etc. The candidate is required to maintain a daily record of the work performed. In addition, candidate is required to carry out any other assigned work.

5. **Assistant Technician (I & M):** Post: 1 (UR) Pay Matrix Level 2 as per 7<sup>th</sup> CPC.

Age: 18 to 25 years. Not exceeding 25 years.

**Method of appointment:** By Direct Recruitment.

**Educational qualification and experience:**

I.T.I certificate in respective trade with 1 year experience.

**Job Description:**

Attending breakdown calls for repairing instruments & equipment like PCR, Centrifuges, --20<sup>0</sup>C and -80<sup>0</sup>C deep freezers, power supply, UPS, Microscopes, vacuum pumps, water purification system, incubators, Laminar hoods, Biosafety cabinet, Oven, shaker, weighing balances, all type of incubators, water bath, PCBs checking and repairing etc. The candidate is required to maintain a daily record of the work performed. In addition to this the candidate is required to carry out any other assigned departmental work.

**General information and conditions:**

1. Application in the prescribed format\* in hard copy by mail & soft copy (single PDF) by email to [admindept@nccs.res.in](mailto:admindept@nccs.res.in) duly filled in along with self-attested copies of all certificates showing date of birth, qualifications, details of examinations passed, experience, caste certificate, fees paid details, if any, recent passport size photograph and other relevant documents should be sent to [admindept@nccs.res.in](mailto:admindept@nccs.res.in)

The last date for receipt of applications is 30 days from the date of publication of advertisement in Employment News. For candidates residing in North-Eastern States, Union Territory of Ladakh, Lahaul and Spiti Districts of Himachal Pradesh, Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep Island is 45 days from the date of publication of advertisement in Employment News. **The name of the post applied for should be super scribed on the envelope.**

2. The above posts are as per the Central Government pay scales and carry allowances like Dearness Allowance, Transport Allowance and HRA as per 7<sup>th</sup> CPC rules.
3. The upper age limit is relaxable 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. SC/ST/OBC/PWD candidates should submit proof of their caste certificate from appropriate authority along with application. The candidates should compulsorily attach the caste certificate and prescribed certificate valid for employment under Central Government along with application, failing which their application will be rejected.

4. Age limits shall be reckoned as on the closing date for receipt of application.
5. Application fee as per the following details is payable through online mode or through a crossed Demand Draft drawn on any nationalized bank and valid for at least 3 months in favour of "Director, National Centre for Cell Science, Pune" payable at Pune preferably on State Bank of India, NCL branch, National Chemical Laboratory Campus, Pune - 411 008. Account No.33794408771, (IFSC code- SBIN0003552, MICR No.411002012, SWIFT code SBININBB).

Applying for	Administrative posts	Technical posts
SC/ST/PWD	Exempted	Exempted
Unreserved candidates	-	Rs.200/-
OBC/Women candidates	Rs. 100/-	Rs.100/-

6. Candidates working in Government Departments/Public Sector Undertakings/Autonomous Bodies should forward their applications through proper channel. An advance copy should be forwarded before last date for receipt of applications and NOC should be produced at the time of interview.
7. Outstation SC/ST candidates who are called for interview will only be paid second class train fare from the actual place of undertaking the journey or from the normal place of residence whichever is nearer to Pune 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.
8. All applicants must fulfill the requirements of the post and other conditions stipulated in the advertisement as on last date of the receipt of application. They are advised to satisfy themselves before applying that they possess the qualifications laid down for various posts as on the last date of receipt of the application. No enquiry asking for advice as to eligibility will be entertained. The prescribed qualifications are the minimum and mere possession of the same does not entitle candidates to be shortlisted for written test. The duly constituted screening committee may adopt its own criteria for short listing the candidates, based on number of applications received and functional requirements of the Institute. Decision of the Director, NCCS in this regard will be final and no correspondence or personal enquires will be entertained by NCCS on this behalf. The candidates should therefore, mention in the application all the qualifications and experience in the relevant area over and above the prescribed qualifications.
9. The Director, NCCS reserves the right to enhance/reduce the number of posts and also to cancel the recruitment process.

10. Canvassing in any form and/or bringing in any influence will be treated as disqualification for the post.
11. List of shortlisted candidates, Date & Time of written test and all other relevant information will be published on our website only. The candidates should check the website periodically for updates. The scheme of written test, syllabus etc. will be hosted on the website.
12. Applicants will be informed by email only and no separate communication will be sent. All the candidates must mention their valid email address and Mobile No. with alternate numbers also, if available in the application.
13. 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 candidate's performance during the period of probation.
14. Experience for the position mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.
15. Incomplete applications and/or soft copy of the applications received after the last date without all required documents as per the checklist will not be considered. NCCS takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
16. **\*For the post of Officer 'A' – (Administrative post)** Pay scale and consolidated pay of the candidates other than working in Government sector should be equal to or more than the total monthly emoluments mentioned above. (Latest salary certificate to be attached).
17. Amendment, if any, in future will be published on NCCS website only as a corrigendum.

\* Download the application format.

# NATIONAL CENTRE FOR CELL SCIENCE, PUNE

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Photograph  
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1	Advertisement No.							
2	Name of the post and its Sr. No.							
3	Name in full (in block letters)							
4 a)	Postal Address in full with telephone No. (Mandatory field)							
b)	Permanent Address with telephone No. (Mandatory field)							
c)	E-mail Address							
5	a) Date of Birth <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">dd</td> <td style="text-align: center;">mm</td> <td style="text-align: center;">yy</td> </tr> </table>				dd	mm	yy	b) Present Age: _____ Years _____ Month
dd	mm	yy						
	c) Sex: Male/Female	d) Place of Birth:						
	e) Whether SC/ST/OBC/PWD : _____ If PWD, % age of disability: _____	f) Married / Unmarried : _____						
	g) Nationality							
	h) Details of Fees paid							
6.	Father's /Husband's Name, Occupation and address (if not alive state last address and occupation)							
6 a	Have you been convicted by a Court of Law? Is there legal case filed against you in a Court of Law? If yes, provide details.							

7. Educational Qualifications				
Examination passed (SSC onwards)	Year of Passing	School/College /University in Which studied	Class / Percentage obtained	Special subjects taken
S.S.C				
H.S.C				
Graduation				
Post-graduation/Masters degree				
Doctorate				
Specialization				

8. The languages you can	Read :
	Speak :
	Write :

9. *Previous Service/Experience Details : (Chronologically starting from the present employer)							
Name & Address of the employer	Date of		Post held	Scale of pay	Total Emoluments	Nature of Duties	Reasons for leaving
	Joining	Leaving					

10. Reference – (not acceptable from relation) – Give full name & addresses of three referees with e-mail Id telephone Nos.	
1.	2.
3.	

11. If selected what notice would you require for joining the post:	
12. Are you going to accept minimum of the scale:	
13. Any of your relatives working in NCCS? If the answer is 'YES' give details such as Name, relation with the employee/in which section he/she is working.	
14. Professional awards/recognitions if any.	

**\*Mandatory Fields**

I HEREBY DECLARE THAT THE PARTICULARS FURNISHED IN THIS FORM BY ME ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Date:

Place:

**Signature of the candidate**

**Checklist for Advertisement No.3/2022 ( Tick (√) appropriate column**

Sr. No.	Particulars	Yes (enclosed)	No
1	Duly filled in Application form		
2	Certificate of Date of Birth		
3	Caste Certificate, if applicable		
4	Caste Validity certificate, if applicable		
5	Non-creamy layer certificate, if applicable		
6	PWD certificate, if applicable		
7	SSC marks list & SSC certificate		
8	HSC marks list & HSC certificate		
9	Diploma/I.T.I. marks list & Diploma/I. T. I. certificate		
10	Graduation marks list & Degree certificate		
11	Master's marks list & Degree certificate		
12	Specialization certificate		
13	Experience certificates		
14	Payment of fee details, if any		
15	Name & contact details of three referees		
16	List of Professional awards/recognitions received		