



राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान National Institute of Animal Biotechnology

(An Autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of 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 (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.

For more details, please visit NIAB website www.niab.org.in

Date of commencement of online applications: 26-9-2022

Last date for submitting online applications: 25-10-2022 (5 PM)

**Sd/-
Director, NIAB**