

राष्ट्रीय कृषि-खाद्य एवं जैवविनिर्माण संस्थान
NATIONAL AGRI-FOOD AND BIOMANUFACTURING INSTITUTE
(Formerly Center of Innovative and applied Bioprocessing &
National Agri-Food Biotechnology Institute)
(Deptt. of Biotechnology, Ministry of Science & Technology, Govt. Of India)
Knowledge City, Sector-81, Mohali

REQUIRES ADMINISTRATIVE STAFF (Direct Recruitment/Deputation)
ADVERTISEMENT NO: CIAB/A-1/2025-Rec.t.

BRIC-National Agri-Food and Biomanufacturing Institute (formerly Center of Innovative and applied Bioprocessing & National Agri-Food Biotechnology Institute) is an autonomous Institute under the Department of Biotechnology, Government of India. This futuristic innovation institute of its own kind in the country has a mission of advancing knowledge, leads and emerging technologies/processes relevant to Agri-food & Biomanufacturing sector towards applications and products. The institute invites applications for administrative positions as detailed below:

Sl. No.	Name of the Post	Pay Level as per 7 th CPC	No. of Positions	Method of recruitment	Essential Qualifications & Eligibility Criteria
			Category		
			Age Limit *		
1	Management Assistant (Post code:01)	Level-6	01 (One)	Direct Recruitment	As per Annexure-1 (containing all details like application fee, general terms and conditions & other requirements)
			Unreserved		
			30 Years		
2	Management Assistant (Post code:02)	Level-6	01 (One)	Deputation/ Absorption	
			Open for all		
			56 Years		

* Age relaxation, if any, shall be available as per the Government of India (GOI) norms subject to the submission of supporting documents.

A. Essential qualifications and eligibility criteria:

Sl. No.	Name of the Post	Essential Qualifications & Eligibility Criteria
1	Management Assistant (through Direct recruitment) Post Code: 01	<p><u>Essential:</u> Graduate degree in any discipline from a recognized Institute/University or equivalent with adequate experience of work in administration/ accounts/ establishment matters with a total of 05 years of work experience; out of which</p> <p>a. 2 years of regular service experience in Level-5 of 7th CPC (or)</p> <p>b. 3 years of regular service experience in Level-4 of 7th CPC.</p> <p><u>Desirable:</u> The candidate should have:</p> <p>a. Diploma in Modern Office Practices, Communication or Public Relation from an Institute / UGC recognized University or AICTE approved institutes.</p> <p>b. Knowledge of administrative rules and regulations in scientific organizations, computer applications / Management Information System</p>
2	Management Assistant (on deputation/ absorption) Post Code: 02	<p><u>Essential:</u> Graduate degree in any discipline from a recognized Institute/University or equivalent with adequate experience of work in administration/ accounts/ establishment matters.</p> <p><u>Experience:</u> Officials of the Central Government, State Governments, Universities, Public Sector Undertaking and Government funded research organizations/ Institutions subject to fulfilment of the following conditions:</p> <p>a. Holding analogous post on regular basis in the parent cadre (or)</p> <p>With two years of regular service experience in Level-5 of 7th CPC (or)</p> <p>three years of regular service experience in Level-4 of 7th CPC</p> <p>b. Possessing the educational qualifications prescribed for direct recruits.</p> <p><u>Desirable:</u> The candidate should have:</p> <p>a. Diploma in Modern Office Practices, Communication or Public Relation from an Institute / UGC recognized University or AICTE approved institutes.</p> <p>b. Knowledge of administrative rules and regulations in scientific organizations, computer applications / Management Information System</p>

B. Application Fee:

The application fee is required to be deposited in the below account and proof of payment is required to be attached with the application form:

Bank details:

Account Name	Center of Innovative and Applied Bioprocessing (CIAB)
Bank Name	State Bank of India, Phase-1, Mohali
Account Number	32618124859
IFSC Code	SBIN-0001828

Fee to be paid:

Unreserved candidates	₹ 590/- *
SC/ ST/ OBC/ Divyangjan/ Ex-Servicemen/ Women candidates	₹ 354/- *

*Application fee is non-refundable & inclusive of GST.

Mode of payment:

NEFT/ Online bank transfer	As per above Account details
UPI/ GooglePay/ PhonePe/ Paytm etc.	UPI ID: ciab24859@sbi
Cash payments	Not allowed
QR Code for paying application fee	Attached on the last page of this advertisement

All/any bank charges shall be borne by the candidate. Any shortfall in the prescribed fee will lead to the rejection of the application.

C. General terms and conditions:

1. The total no. of advertised administrative positions are 02 in number **(01- Direct Recruitment & 01-Deputation/Absorption)**. However, these positions will be filled subject to the candidate's suitability for the post applied and as per the recommendation of the screening/selection committee.
2. Candidates applying for the posts on deputation/absorption basis will be governed by the terms & conditions governing deputation as per bye-laws of CIAB, Mohali and other instructions on the subject issued by Government of India.
3. The date for determining the age limit/ experience/ qualification etc. shall be calculated as on the last date of submission of application **(i.e. 06th November 2025)**.
4. Screening cum Selection Process: -

Applications received in the prescribed format will only be considered. Incomplete applications will be summarily rejected. Selection will be based on the performance in the written exam and/or Skill test as specified by the Screening/Selection committee. The consideration of qualifications as 'equivalent' to the essential and/or desirable qualifications stated above shall be the sole discretion of the Screening/Selection Committee.

Please note that the prescribed essential qualifications are minimum, and the mere possession of the same does not entitle any candidate for selection. Merit-based shortlisting of the candidates will be carried out by the screening committee (on a well-defined criterion including excellent academic credentials with relevant experience). However, the institute will have the

discretion to fix qualifying marks for the written exam/ skill test (if applicable). Based on the outcome of the written exam/ skill test (if applicable), a reserve panel, in the order of merit, may also be prepared, which will remain valid for one year from the declaration of final results.

5. The period of experience shall be counted after the date of acquiring the minimum educational qualifications prescribed for the post.
6. The age relaxation shall be available as per the Government of India (GOI) norms subject to the submission of supporting documents. No age relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies (General / UR Category).
7. Upper age limit shall not be applicable for existing employees of the institute or any employee of the Department of Biotechnology.
8. In addition to the usual pay & allowances as admissible vide 7th Pay Commission in the above scales, and other benefits, such as Leave Travel Concession (LTC), medical expenses, house rent allowance, transport allowance etc., shall be provided as per institute's rules.
9. The selected candidates will be governed by the National Pension System (NPS) of Central Government amended from time to time.
10. The appointed candidate shall be considered 'on probation' for a period of two years, which may be extended at the discretion of the Competent Authority. Further continuation, if any, will depend on candidate's performance.
11. Candidates may choose to apply for more than one post by submitting a separate application for each position.
12. The candidates appointed against the above advertised positions shall be governed by CIAB Bye-laws & Recruitment rules.
13. Govt./Semi-Govt./Autonomous bodies/PSUs/Central/State University employees' must forward their applications through proper channel or may submit the NOC along with application form. However, an advance copy of the application may be submitted by the due date.
14. All applications must be supported by self-attested certificates, including photograph, address, telephone, e-mail, qualifications, experience, the status of reservation and/or any other details relevant to the post applied for.
15. Interim enquiries would not be entertained at any time. Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidate. The decision of Executive Director, BRIC-NABI Mohali in all matters relating to eligibility, acceptance or rejection of the application, mode of selection and process will be final and binding on the candidates.
16. For any legal dispute, the courts of law at the Hon'ble High court of Punjab and Haryana, Chandigarh shall have the jurisdiction.
17. The eligible candidates shall apply in the prescribed format along with the supporting documents. The applications must reach the below address in a sealed envelope superscribing **"APPLICATION FOR THE POST OF _____"** on the envelope:

<p style="text-align: center;">The Administrative Officer, BRIC-NABI (formerly Center of Innovative and Applied Bioprocessing -CIAB, Mohali) Knowledge City, Sector-81, Mohali - 140306 Punjab, India</p>

Applications received in any other mode will not be accepted. The applications (in offline mode through post/by hand/in-person) must reach the undersigned by 06 November 2025 (05:00 PM). Late applications (by whatsoever reason) will not be considered.

18. Amendments/Corrigendum in the advertisement, if any shall be available on the website <http://www.ciab.res.in/> & <https://nabi.res.in/>

19. Important points to be noted by all the prospective applicants:

a	Last date for submission of applications	06.11.2025 (by 05:00 PM)
b	Mode of submission of applications	Offline application only (along with self-attested supporting documents)
c	Fee payment mode & proof of payment	Applicable fee to be paid through bank transfer or UPI (no cash to be paid) and proof to be attached with application
d	Application form & Synopsis sheet	Duly completed application form along with synopsis sheet (in excel) to be sent by email to: recruit.as2025@gmail.com
e	NOC from current employer	Either application to be routed through proper channel or NOC to be obtained in prescribed format for submission
f	All updates related to this recruitment	Will be made available on the websites as provided above

Sd/-
(ANIL DHANKHAR)
Administrative Officer
BRIC-NABI Mohali



Merchant Name : CENTER OF INNOVATIVE APP

UPI ID : ciab24859@sbi



भारत 2023 INDIA

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ONE EARTH • ONE FAMILY • ONE FUTURE