



NATIONAL RESEARCH DEVELOPMENT CORPORATION

An Enterprise of DSIR
Ministry of Science and Technology, Govt. of India

NRDC is the only Public Sector Corporation wholly committed to the promotion of technology innovation, with a record of successful commercialization of know-how from R&D institutions to industry. To strengthen its ongoing and future programs, Corporation invites applications for the following posts to be filled on regular basis and on long term contract basis :

S.No.	Position	No. of vacancies	Essential qualifications and relevant experience
1	Manager (P&A) (UR) - Regular Pay Scale (Rs.60000-180000) (IDA pattern)-Revised	One	First Class Graduate from a recognized university with Diploma in Personnel Management or MBA (HR) with minimum 08 yrs relevant experience out of which preferably two years should be in PSU/Govt. Sector experience at one level below.
2.	Asstt. Pers. Officer (UR) - Regular Pay Scale (Rs.30000-120000) (IDA pattern)-Revised	One	Graduate from a recognized university with Diploma in Personnel Management with minimum 03 yrs relevant experience out of which preferably two year in PSU/Govt. Sector experience at one level below.
3.	Asstt. Dev. Engineers/Scientific Officers (Chemical-01, Comp. Science-01, Mechanical-02, Food Tech-01 and Electronics & Communications-01) (Contractual) Rs.35000/40000/45000 for Grad./Post. Grad./Doctorate Degree	Six	Graduate degree in Engineering/Science in respective discipline from a recognized university preferably with 2 years' post qualification experience in Research/Manufacturing Industry/ Consultancy Organization/ Technology Transfer in a reputed manufacturing company. Desirable : Master Degree in the relevant stream.
4.	Technical Assistant (Food & Allied Ind., Agri & Allied, Bio-tech, Pharma) (Contractual) Rs.35,000/-	Four (one in each stream)	Graduate degree in Engineering/Science in respective discipline from a recognized university preferably with one year post qualification experience in Research/Manufacturing Industry/ Consultancy Organization/ Technology Transfer in a reputed manufacturing company..
5.	Asstt. Accountant (Contractual) Rs.21184/-	One	B.Com or equivalent degree with advanced accountancy & audit as subjects with 2 yrs post qualification working experience in Finance and Accounts Division of reputed firms/companies.

For further details regarding Age Limit, Experience, Scale of Pay, Perks, Reservations etc., visit us at : www.nrdcindia.com
Interested person should send their applications by post or on email to jobs@nrdc.in within 21 days from the date of the advertisement publication (i.e. on or before 16th June 2022) addressing to : **The Incharge (P&A), National Research Development Corporation, 20-22, Zamroodpur Community Centre, Kailash Colony Extension, New Delhi-110048 Tel.No.011-29240401 (7 lines), Fax : 011-29240409/10.**

NRDC, an enterprise of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India is engaged in the development, promotion and transfer of technologies emanating from various national R & D institutions/universities. The Corporation offers its IPR and Technology Transfer services in wide areas like: Chemical, Agro & Food processing, Life Sciences, Mechanical, Electrical & Electronics and it acts as an effective catalyst translating innovative research into marketable industrial products. NRDC has the largest repository of Indian technologies and licensed about 2000 technologies to more than 4800 entrepreneurs/startups/institutes/corporate. **NRDC requires the following manpower on:-**

Regular Basis :-

S. No.	Designation, No. of vacancies, Pay Scale and Age Limit etc.	Qualifications & Experience	Nature of Job
1.	<p>Manager (P&A) (UR - One) (Rs.60000-180000) Total Pay = Rs.1,03,000/- (App.) + Perks</p> <p>Age Limit : 35 years (on the closing date)</p> <p>Place of posting: New Delhi</p>	<p><u>EQ & Experience</u> First Class Graduate from a recognized university with Diploma in Personnel Management or MBA (HR) with minimum 08 yrs relevant experience out of which preferably two years should be in PSU/Govt. Sector experience at one level below. (i.e. E-2 Level). Thorough knowledge of legal & statutory compliances and ensure various legal & statutory of rules and regulations etc. Good exposure in handling all HR related issues.</p>	<ul style="list-style-type: none"> - Liaison with Administrative Ministry, Department of Public Enterprise Ministry of Labour & other Govt. Departments for smooth functioning of the organization. - Responsible for supervising Personnel & Administration department - Safe custody of lease agreements of office premises, ensuring arrangement for stay and transport of corporation guests, timely payment of Telephone / Electricity/ Water Bills and Property Tax, House-keeping, General Admn./Maintenance of building/ official vehicles etc; - Maintenance of Reservation Rosters; - Ensure general housekeeping in office premises, liaison with Purchase Section for procurement of stationary and other misc. items. - Enforcing discipline, punctuality in attendance & responsible for a productive culture and effective implementation for improving harmonious employee relations. - Orientation to employee development activities. - Monitoring employee database, maintaining & get periodical updating the same by subordinates - Augmentation of manpower requirements of the organization. Appointment/engagements, increments & confirmation, etc. - Communication & coordination with other departments/ministries. - Employee welfare & safety measures. Formulation/amendments of schemes for providing basic amenities to all employees - Statutory compliance all the Rules & Regulations applicable to NRDC - Drafting of agenda notes on P&A related matters for the Board of Directors. - Supervise proper maintenance of Files/Records by the subordinates - Give inputs for new policies/revision in existing policies of the

			<p>Corporation</p> <ul style="list-style-type: none"> - Drafting / updating Personnel Manual of the Corporation
2.	<p>Asstt. Personnel Officer (UR - One) (Rs.30000-120000) Total Pay = Rs.51,500/- (App.) + Perks</p> <p>Age Limit : 26 years on the closing date</p> <p>Place of posting:</p> <p>New Delhi</p>	<p><u>EQ & Experience</u></p> <p>Graduate from a recognized university with Diploma in Personnel Management with minimum 03 yrs relevant experience out of which preferably two year in PSU/Govt. Sector experience at one level below (i.e. S-1 or S-2 Level). Good knowledge of handling all IR related issues</p>	<ul style="list-style-type: none"> - Assist Manager (P&A) for matter relating to Personnel & Administration department including disposal of employees claims, certifying the leave record/service book, drafting lease agreements of office premises, - Maintenance/preparation of Reservation Rosters; - Assist Manager (P&A) in enforcing discipline & responsible for a productive culture & Industrial harmony. - Assisting orientation to employee development activities. - Assist in resolving employee related issues, monitoring employee database, maintaining & keep updating the same. - Preparation of manpower requirements of the organization on the basis on requisition/indent received - Communication & coordination with other departments. - Employee welfare & safety activities. - Punctuality in attendance. - Ensuring statutory compliance of Govt. rules applicable to NRDC and the schemes framed by NRDC. - Assist Manager (P&A) in matters related to Appointment/engagements, confirmation, etc. - Ensure proper maintenance of Files/Records by the Section - Assist in drafting new policies for the Corporation in the areas of Personnel & IR and effective implementation for maintaining and improving harmonious employee relations. - Any other work as may be assigned by Manager (P&A) from time to time.

- Age relaxation and concessions etc. to SC/ST/OBC/PWD/ESM/Departmental Candidates/widowed/divorced women etc. is applicable as per Govt. of India Guidelines. Necessary certificate must be enclosed with the application form. Persons working on regular/contractual basis in the Corporation with minimum three years service will be considered as Departmental Candidates.
- The above positions will be filled on regular basis. Total Pay mentioned against these posts includes Basic Pay+DA+HRA+TA only on the revised pay scales. Perks will be extra.
- All reserved category candidates shall be required to submit attested copies of the latest Caste Certificate issued by the Competent Authority.
- Application fee of Rs.500/- by way of DD in favour of NRDC payable at NRDC (No fee for SC/ST/PwD/ESM candidates) within 15 days of publication of the advertisement.

- The Selected Candidates will be on probation for a period of one year.

Contractual basis :-

1.	<p>Assistant Development Engineers/Scientific Officers (Six) {(Chemical-01, Comp. Science-01, Mechanical-02, Food Tech-01 and Electronics & Communications-01) (Contractual)}. Graduate: Rs.35,000/- Post Graduate : Rs.40,000/- Doctorate : Rs.45,000/- Age Limit : 28 years on the closing date. Place of posting: New Delhi</p>	<p><u>EQ & Experience</u> Graduate degree in Engineering/Science in respective discipline from a recognized university preferably with 2 years' post qualification experience in Research/Manufacturing Industry/ Consultancy Organization/ Technology Transfer in a reputed manufacturing company. Desirable: Master degree in the relevant stream.</p>	<ul style="list-style-type: none"> - Preparation of Feasibility Reports, Proforma Invoices and Marketing kits etc. - Preparation of PTNs etc. - Transfer of Technology and Marketing - Assisting in development and formulation of marketing strategy - Assisting in Erection and Commissioning of Turnkey Projects - Assisting in development of Basic Engineering Design Package - Export of Technologies and setting up of Technology Demonstration and Entrepreneurship Park - Liaison with Research Labs/Institutes for assignment of new technologies - Evaluation of processes and upgradation of new technologies assigned to company - Design and Consultancy
2.	<p>Technical Assistant (Four) {Food & Allied, Agri & Allied, Bio-tech, Pharma (one each)} Graduate: Rs.35,000/- Age Limit : 26 years on the closing date. Place of posting: New Delhi</p>	<p><u>EQ & Experience</u> Graduate degree in Engineering/Science in respective discipline from a recognized university preferably with one year post qualification experience in Research/Manufacturing Industry/ Consultancy Organization/ Technology Transfer in a reputed manufacturing company.</p>	<ul style="list-style-type: none"> - To assist the Technical Officers at different level and attend to work such as preparation and production of specialized reports, programmes, brochures; collection, analysis, tabulation, presentation and dissemination of data ; assistance in arranging meetings, discussions, workshops, symposia, conferences for the Department. - Assisting seniors in R&D Planning and Technology Development - Assisting preparation of feasibility reports and Marketing kits etc. - Preparation of PTNs etc. - Assisting in Development of marketing strategy - Assisting in work relating to Erection and Commissioning of Turnkey Projects - Assisting in Development of Basic Engineering Design Package - Work relating to Export of Technologies and setting up of Technology Demonstration and Entrepreneurship Park

			<ul style="list-style-type: none"> - Assistance in Design and Consultancy work. - Any other work assigned by the Reporting Technical Officers from time to time.
3.	Assistant Accountant (One) Rs. 21,184/- pm (As per notification issued by Labour Commissioner, Govt. of NCT of Delhi from time to time. Max. Age Limit : 26 years on the closing date Place of posting: New Delhi	<u>EQ & Experience</u> B.Com or equivalent degree with advanced accountancy & audit as subjects with 2 yrs post qualification working experience in Finance and Accounts Division of reputed firms/companies. Candidates having Inter CA/ CMA, MBA (Finance)/ etc. and/or knowledge Income Tax, GST, GFRs and Tally/related Software etc. will be preferred	<ul style="list-style-type: none"> - To look after work of commercial accounting and auditing. - Preparation of salary in salary package software and tax calculation thereon - Preparation of vouchers including journal vouchers - Ledger posting using Tally in Computers. - Preparation of trial balance, depreciation statements, budget statements, cash flow statements, fund flow statements etc. - Pre-auditing of bills and claims for payment etc. - Any other work assigned by the Manager (Finance)/Accounts Officer from time to time.

- The engagement will be purely temporary on contract for initially for one year.
- The Corporation reserves the right to renew or extend further engagement at its discretion on the basis of performance and need.
- The person engaged shall have to execute Secrecy agreement with the Corporation.
- Age relaxation will be given for candidates belongs SC/ST/OBC as per Govt. of India rules / guidelines.
- The incumbent engaged on contract will not have any claim, implicit or explicit, for consideration against any regular post in the Corporation.
- Contract may be terminated at any time by giving one-month notice by either side.

Note:-

- Candidates employed in Government and Semi-Government Organizations, Public Sector Undertakings, must apply through proper channel in the prescribed format enclosed at **Annexure-I** within 21 days of publication of the advertisement (**i.e. on or before 16th June 2022**). However, they can submit advance copy of the application directly on email at jobs@nrdc.in or by **post to:**

The Incharge (P&A)
NRDC, 20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
NEW DELHI-110048.

& should produce a “No Objection Certificate” from his/her employer at the time of interview in the absence of which he will not be considered.

- The Corporation reserves the right to amend/alter/change/modify the number of posts or any or all of the conditions if necessary or cancel the advertisement without assigning any reasons thereof.
- Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone Number in the application form for easy contact.
- The invitation to candidates for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
- The Corporation reserves the right to screen and call only such candidates as are found Prima Facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
- No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
- The candidate is responsible for the correctness of the information provided in the application.
- If it is found at a later date that any information given in the application is incorrect / false, the candidature/appointment is liable to cancelled/terminated
- The candidates attending the interview will be reimbursed rail fare as per NRDC rules for the shortest route on production of tickets.
- The candidates selected have to join the duty within one month of receipt of the offer letter alongwith medical fitness certificate from the hospital recognized for the purpose and candidates selected against regular posts will be on a probation for a period of one year.
- Though the initial position is in Delhi but the Selected candidates may be posted anywhere within or outside the country and the posts are transferrable.

Annexure-I**NATIONAL RESEARCH DEVELOPMENT CORPORATION**

20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
NEW DELHI-110048.

Brief Bio-Data

(To be filled and submitted along with the application)

Please attach
passport size
photograph

Post Applied for: _____
Discipline : _____

- 1 Name (in Block Letters) :
- 2 (a) Communication Address :
(In Block Letters)
Phone/Mobile No.
- (b) Permanent Address :
(In Block Letters)
Phone/Mobile No.
- (c) Email ID :
3. Father's name :
4. Date of Birth :
(As per Matriculation Certificate)
- 5 Gender Male/Female :
- 6 Marital status Married / Single :
7. Religion :
- 8 Whether Reservation Category Belongs to : SC/ST/OBC/XSM/PH/GENERAL

9. Educational Qualifications :

Examinations passed (Enclose Marks Cards / Certificates)	Percentage of Marks	Year of passing	Examining Body/University	Remarks
Secondary (10 th) or its equivalent				
Sr. Secondary (12 th) or its equivalent				
Bachelor's Degree				
Master's Degree				
Others viz. M.Phil Ph.D etc.				
Diploma/P.G. Diploma				
1.				
2.				
3.				
4.				
5.				

10. Professional Qualifications/Trainings, if any :

Qualifications	Grade/ Percentage of Marks	Year of passing	Examining Body/University	Remarks

11. Experience:

(Starting from current position in descending order)

Name of Organization	Designation/ Post	Period From To	Salary Drawn	Brief detail of assignments

12. Research Experience/Industry/
Professional experience:
International/National

13. No. of Publications, if any

14. No. of Seminars/ Conferences
attended & brief details thereof

15. Award and Prizes (if any)

16. Extra curricular activities

17. Name of two references:-

1.Name _____
Designation _____
Address _____
Phone No. _____

2.Name _____
Designation _____
Address _____
Phone No. _____

Signature of the candidate

Place:

Date: