



BRIC-NATIONAL INSTITUTE OF IMMUNOLOGY
(a Research Institute of BRIC, Department of Biotechnology)
Aruna Asaf Ali Marg, New Delhi -110067

VACANCY NOTICE
Advt. No. NII/01/2025

National Institute of Immunology is a Research Institute of Biotechnology Research Innovation Council (BRIC) under Department of Biotechnology, Ministry of Science and Technology, Government of India. The Institute is located in the institutional area on Aruna Asaf Ali Marg, adjacent to Jawaharlal Nehru University.

The Institute invites Online Applications from eligible and interested candidates for filling up the following vacancies under Administrative Cadre on Deputation / Direct Recruitment Basis:-

IMPORTANT NOTE: Only online applications will be accepted. Applications received through any other mode shall stand rejected automatically.

Opening Date of receipt of online applications:- 22.03.2025

Closing Date of receipt of online applications:- 22.04.2025

Last Date for receipt of hard copy of applications for deputation from the concerned Offices:- 07.05.2025

Sl. No	Name of the posts/Level in Pay Matrix	No. of vacancies	Method of Recruitment	Upper Age Limit	Advt. Categories
1	Administrative Officer/ Level-11	02	Deputation falling which by Direct Recruitment	<u>For Deputation</u> Not exceeding 56 years as on the last date for receipt of applications <u>For Direct Recruitment</u> Not exceeding 40 years as on the last date for receipt of applications	01-OBC 01-UR (applicable in case of Direct Recruitment)
2	Finance & Accounts Officer /Level-11	01	Deputation falling which by Direct Recruitment	<u>For Deputation</u> Not exceeding 56 years as on the last date for receipt of applications <u>For Direct Recruitment</u> Not exceeding 40 years as on the last date for receipt of applications	UR (applicable in case of Direct Recruitment)

Note: (i) The Institute reserves the right to withdraw/cancel the advertisement at any stage of recruitment process and may keep any of the advertised vacancy unfilled. No correspondence will be entertained in this regard.

(ii) Candidates must have acquired the Essential Educational Qualifications and Experience requirements on the crucial date of eligibility for the posts they are applying i.e. 22.04.2025. Those awaiting results of the final examination as on 22.04.2025 for the prescribed qualification are not eligible and hence should not apply.

2. **Eligibility Criteria:-**

A. For the post of Administrative Officer

For Deputation

The candidate should possess Graduate qualification in any discipline with experience in Administration, Accounts, House-Keeping, Establishment Matters etc.

Officers of the Central Government/State Government, Semi-Government Organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, holding analogous post or lower posts in Level-10 of Pay Matrix (PB-3, GP of Rs. 5400, pre-revised) with five years service OR the Officer has worked in Level-7 (PB-2, GP of Rs. 4600, pre-revised) for atleast seven years OR the Officer has worked in Level-8 (PB-2, GP of Rs. 4800, pre-revised) and Level-10 (PB-3, GP of Rs. 5400, pre-revised) with total of 6 years service.

For Direct Recruitment

Graduate preferably with Post Graduate diploma in Personnel Management, Recognised course/training in Secretariat work or passed UPSC examination of Section Officers/Stenographer/Private Secretary/Stores Purchase Officer in Level-10 (PB-3, GP of Rs. 5400/-, pre-revised) with five years experience or Level-7 (PB-2, GP of Rs. 4600/-, pre-revised) with seven years experience or Level-8 (PB-2, GP of Rs. 4800/-, pre-revised) (four years) and Level-10 (PB-3, GP of Rs. 5400/-, pre-revised) (four years) thus with total of 8 years experience of administration, accounts and establishment work in a Govt. Office or a Public body or an organization of repute.

Desirable: – Knowledge of Govt. Rules & Regulations, Computer Application/Management Information System.

Job-Profile:-

The selected officer(s) will be responsible for looking after the matters related to administration/establishment, discipline, drafting of rules/regulations, office orders, academic matters like admission of research scholars for Ph.D., maintenance of academic records, holding academic committee meetings, placement of scholars, looking after establishment and personnel matters of scholars/trainees, drafting of Agenda/Minutes, Maintenance of confidential records. He/she shall also carry out such other responsibilities as delegated by the Senior Manager/Director from time to time.

B. For the post of Finance and Accounts Officer

For Deputation

The candidate should possess SAS/CA/ICWA qualifications or equivalent with experience in Cash/Accounts/Budget work etc.

Officers of the Central Government/State Government, Semi-Government Organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, holding analogous post or has worked in the lower post in Level-10 of Pay Matrix (PB-3, GP of Rs. 5400, pre-revised) for atleast five years service in the Accounts Department.

For Direct Recruitment

Graduate with SAS / CA/ ICWA and minimum 5/7 years experience as Pay and Accounts Officer/Accounts Officer/Head of Finance and Accounts Division in Level-10 (PB-3, GP of Rs. 5400/-, pre-revised)/ Level-7 (PB-2, GP of Rs. 4600/-, pre-revised) respectively or equivalent.

Desirable:- Knowledge of Govt. Rules and Regulations and Computer Applications.

Job-Profile:-

The selected officer(s) will be responsible for supervision of accounts work, preparation of Balance Sheet, construction accounts/checking of contractors bills, annual budget, dealing with Finance Committee/Governing Body decisions on financial matters etc. He/She should be well versed with the functioning of Public Financial Management System (PFMS) and activities relating to disbursement of project funds by Govt. of India through Central Nodal Agency (CNA). He/She shall also carry out such other responsibilities as delegated by the Senior Manager/Director from time to time.

3. Terms and Conditions for Deputation:

- 3.1 The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization shall not exceed 5 years;
- 3.2 The deputation will be governed by the standard terms and conditions of deputation in accordance with applicable rules in force and as amended from time to time and other instructions of Government issued in this regard from time to time;
- 3.3 Self attested documents like proof of age, academic and professional qualifications, experience certificate, disability and community certificate (in case of SC/ST/OBC/PwD/EWS) alongwith complete ACR dossier/APARs of last five years of the applicant/Vigilance Clearance/Integrity Certificate/Employer's Certificate must be enclosed with the application duly attested by the officer not below the rank of Under Secretary or equivalent;
- 3.4 All Educational and Professional qualifications should be from a recognized Board / University;
- 3.5 The departmental candidates in the feeder cadre who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- 3.6 The candidates who apply for the advertised post(s) will not be allowed to withdraw their candidature subsequently;
- 3.7 Canvassing in any form will be a disqualification.
- 3.8 Applications received after the last date or otherwise found incomplete for want of APARs/No Objection/Vigilance Clearance Certificate or without the seal of the office will be rejected outrightly.

COMPENSATION / PAY DETAILS

Recruited candidates will get pay as per 7th CPC Pay Matrix and other benefits include Dearness Allowance, House Rent Allowance, Transport Allowance, Children Education Allowance, Leave Travel Concession, Medical Facilities and other allowances/ advances as per Govt. of India Rules. The recruited candidates will be covered under National Pension System (NPS) of the Government of India unless provided otherwise as per Govt. of India Rules.

AGE LIMIT & RELAXATION

The age of the applicant should not be more than 40 years (for Direct Recruitment) as on the last date of receipt of applications i.e. 22.04.2025. Age Relaxation for the reserved category candidates against the reserved vacancies shall be applicable as per Government of India Rules. There would be no upper age limit in respect of Officers/Staff members already working on regular basis in the Institute.

The limits of date of birth (for Direct Recruitment) to be eligible to apply are mentioned below:

LOWER LIMIT OF DATE OF BIRTH (Born on or before)	UPPER LIMIT OF DATE OF BIRTH (Born on or after)	
	UR	OBC
22.04.2007	22.04.1985	22.04.1982

NATIONALITY

Candidate must be citizen of India.

ELIGIBILITY CRITERIA

All eligibility conditions will be determined with reference to the crucial date of eligibility as mentioned in this advertisement i.e. 22.04.2025.

RESERVATION/RELAXATION BENEFITS

- Reservation/relaxation benefits regarding age, minimum qualifying criteria etc. are applicable to the reserved category candidates applying against the vacancies earmarked for them, in accordance with the extant Govt. of India instructions/ orders/ circulars.
- All candidates applying against unreserved (UR) vacancies will be treated as general candidates.
- Candidates seeking reservation/relaxation benefits must support their claim with duly self-attested copies of relevant certificates issued by Govt./notified Competent Authority, at the time of document verification or whenever required by the National Institute of Immunology, else their claim for any relaxation/ concession etc. will not be considered and their application will be treated under Unreserved (UR) category.
- A candidate seeking reservation/relaxation benefits of OBC must ensure that he/she possess a genuine caste/ community certificate in Central Govt. Format and does not fall in creamy layer on the crucial date of eligibility, as prescribed in this advertisement i.e. 22.04.2025. Candidates belonging to OBC category shall also submit photocopy of non- creamy layer certificate of the year 2023-24 without which they will be considered only for Unreserved category.
- Candidates with Benchmark Physical Disability of 40% and more only would be considered as Persons with Benchmark Disability (PwBD). Candidates belonging to PwBD category shall be required to produce medical certificate in the prescribed form by the Competent Medical Authority.
- It may be noted that candidature will remain provisional till the veracity of the concerned documents are verified by the Appointing Authority.

PROCEDURE FOR APPLICATION FOR THOSE WHO ARE ALREADY IN GOVT. EMPLOYMENT / PSUs / AUTONOMOUS BODIES ETC.

Candidates employed in Government/ Public Sector Undertakings/ State Government/ Autonomous Organizations etc. and Departmental Candidates must apply through proper channel OR should produce No Objection Certificate (NOC) from the present employer at the time of interview, failing which the candidate will not be allowed to appear in the interview.

APPLICATION FEE (Only Online)

A non-refundable Application Fee of Rs. 500/- (Rupees Five Hundred Only, in case of Direct Recruitment) is to be paid by the candidate. Fee is to be paid online through Credit Card/Debit Card/Net Banking. Application Fee paid by the candidates who have not submitted their application or whose application is rejected will not be refunded. All applicable service charges, bank charges etc. shall be borne by the candidates only.

EXEMPTION FROM PAYMENT OF FEE

Women and SC/ST/PwBD/Ex-servicemen candidates are exempted from payment of application fee as per Govt. of India rules in this regard.

SELECTION PROCESS

The selection process will consist of interview of shortlisted applicants.

In case, where more than one candidate secures the equal aggregate marks in interview, tie cases will be resolved by applying following criteria, one after another, as applicable till the tie is resolved.

- (i) Date of Birth:- Older candidate placed higher in merit list
- (ii) Alphabetical order (English Language) in which the names of the candidate appear.

DATE OF INTERVIEW AND ADMIT CARD

The date of interview will be published on the website of the Institute i.e. www.nii.res.in. The date, time & venue of interview will be given on the Admit Card which will be available on the website of the Institute i.e. www.nii.res.in for downloading/printing, two weeks prior to the interview. Admit cards will not be sent by post. Candidate must print (preferably in colour) the admit card and carry it for appearing in the interview. Valid Original Photo- ID, issued by the Govt. of India i.e. Aadhar Card, Voter Id Card, Driving License, Passport, Office I-Card issued by any Govt. Organization (as mentioned in the application form) is mandatory with admit card to appear in the interview. Mere issue of admit card to the candidates will not imply that their candidature has been finally accepted by NII.

NOTE:- (i) The interview will be in Delhi Only. Any request to conduct interview in any other state will not be entertained under any circumstances.

(ii) Any further updation/information related to this recruitment exercise shall only be made available on the Institute's website i.e. www.nii.res.in. Accordingly, candidates are advised to visit the Institute's website www.nii.res.in regularly.

WOMEN CANDIDATES FULFILLING THE REQUIREMENTS ARE ENCOURAGED TO APPLY.

“In case of any discrepancy in Hindi Language, the English version as contained in the English Advertisement will be treated as final”.

CONTACT US

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EMPLOYER CERTIFICATE

- (i) Certified that Sh/Ms holds a permanent post ofunder the since.....
- (ii) The integrity of Sh/Ms..... is beyond doubt.
- (iii) He/she has submitted his/her application to the office on and his/her Pay Level/Pay Band is having Grade Pay of Rs..... in the parent office.
- (iv) This office has no objection in case the application of Sh/Ms.....is considered for appointment on Deputation for the post of Administrative Officer / Finance & Accounts Officer (whichever is applicable) at the NII. Further, it is certified that Sh/Ms.....shall be relieved immediately in case of his/her selection in NII at the post applied for.
- (v) The information given by Sh/Ms..... in the application proforma have been verified with reference to his/her service records and found correct.
- (vi) No Vigilance or disciplinary case is pending or contemplated against the official concerned during last 10 years.
- (vii) Up-to-date ACRs/APARs of the concerned official for the last five years i.e. are enclosed.

Date:

Place:

Signature
Head of Office/Department
With official Seal