



No.A.2-65/2018-NIB

**NATIONAL INSTITUTE OF BIOLOGICALS**

(An Autonomous Institute under the Ministry of Health & Family Welfare)  
Govt. of India

A-32, Sector – 62, Institutional Area Ph-II, NOIDA – 201309 U.P.  
Phone: 0120-2400022/72 Fax: 0120-2403014.

The National Institute of Biologicals, an autonomous institution under the Ministry of Health & Family Welfare, Government of India is an apex scientific Institute to ensure quality of biologicals in the country. Applications are invited for the following posts on Direct Recruitment basis:

SN	Posts	No. of post	Scale of pay	Max. Age limit	Category
1	Senior Accountant	1(One)	Pay Matrix Level-6 Rs.35400-112400	35 Years	General

**Eligibility criteria**

**Essential:** i) Graduate, preferably in Commerce.

**Experience:** Five years' experience in a Govt. Deptt ./ Organization or autonomous organization dealing in cash, accounts, budget work etc.

He will deal with scrutiny of bills including construction account bills, Balance Sheet, assist the Budget & Finance Officer & supervise the accounts matters such as preparation of monthly and Annual Accounts, preparation of budget etc. and other related matter.

**General Information:**

1. Application giving particulars as per the prescribed format with a passport size photograph on the application at the space indicated with attested copies of certificates should be sent to the Director, National Institute of Biologicals (Ministry of Health & Family Welfare) A-32, Sector-62, Institutional Area Noida U.P. 201 309. The envelope containing the application form should be subscribed with "Application for the post of " \_\_\_\_\_."
2. The post carries usual allowances as admissible to Central Government Employees of corresponding status.
3. Age limit, Qualification and other requirements for above post may be relaxed by the appointing authority in respect of candidates otherwise well qualified.
4. The crucial date for determining age limit shall be the closing date for receipt of applications from candidates.
5. The candidates possessing requisite qualification and experience for the post applied for will be required to appear for a written & Skill test.
6. The Institute reserves the right to fill up or not to fill up the posts.
7. Attested copies of the caste certificate as per the prescribed format of Govt. of India order shall be attached with the application.
8. Those employed in Central and State Government Autonomous organization and Central & State Public Sectors undertaking/organization should apply through proper channel otherwise their application will not be considered.
9. The prescribed application format is available on NIB website [www.nib.gov.in](http://www.nib.gov.in).
10. The last date for submission of application shall be **05-09-2018.**

**Director**

### APPLICATION FORMAT

Candidates should fill up application forms in his/her own handwriting. All answer must be given in words and not by dashes and dots. No column should be left blank)

Space for  
Photograph

1. Name of the Post applied for
2. Name of the applicant in Full (Mr/Ms./Dr)  
(In block Capital letters)
3. Address:
  - a. Present \_\_\_\_\_  
STD Code \_\_\_\_\_ PhoneNo. \_\_\_\_\_ Mobile \_\_\_\_\_ e.mail ID \_\_\_\_\_
  - b. Permanent \_\_\_\_\_
4. Date of Birth
5. Nationality
6. Sex Male ( ) Female ( )
7. Marital Status
8. Father's/Husband's/Mother's Name
9. Are you member of SC/ST/OBC ( Yes /No) SC ( ) ST ( ) OBC ( )  
Attach certificate in support of your claim issued by the Competent Authority.
10. Educational/Professional Qualification obtained (commencing with Matriculation or equivalent examination) attach attested copies of all certificates.

SN	Exam/ Degree Passed	College/ University	Subject Taken	Specialization If any	Year of passing	Class/ Division %age	Remarks

#### 11. Professional Training

Name of the Training	Name of the Institute	Year of Passing

#### 12. Experience

Name of the Employer/ Organisation	Post Held	From	to	Nature of duties	Scale of pay and last salary drawn

13. Please state clearly in the light of above entries whether you met the requirements of the post (Yes/No)
14. Are you under any contractual obligation to serve the Central/State Government/Public Sector Undertaking/Autonomous Body? If so, please furnish full details.
15. Reference (Please give names and addresses of two persons who are residents of India and holders of responsible position and not relatives to whom a reference can be made regarding the applicant's professional competence, character and work. Where the candidate has been in employment, he/she should give his/her present or most recent employer or immediate superior as a reference or produce a testimonial from him /her).
16. If selected, what notice would you require for joining?
17. Any other information, the applicant may like to add.

#### Declaration:

I hereby declare that the information furnished and entries made in this form and the additional particulars, if any, furnished herewith by me are true to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material information, my appointment shall be liable for termination without notice or compensation.

Date:  
Place:

(Signature of the Applicant)