



A.2-53/2015-NIB

**NATIONAL INSTITUTE OF BIOLOGICALS**

(Ministry of Health &amp; Family Welfare, Govt. of India)

A-32, Sector – 62, Institutional Area Phase-II, NOIDA – 201309, U.P

The National Institute of Biologicals, an autonomous Institute under the Ministry of Health & Family Welfare, Government of India, is a premier Scientific Organization and a Centre of Excellence to ensure quality of vaccines and biologicals in the country.

Applications are invited for the following posts on direct recruitment basis:

SN	Name of the Post	Pay Band & Grade Pay	Max. Age	SC	ST	OBC	PWD	GEN	Total No. of posts
1	Scientist Grade III	Rs.15,600-39,100+5400(GP)	35 yrs.	1	1	1	1*	2	6(Six)
2	Jr. Scientist	Rs.9,300-34,800 +4600(GP)	30 yrs.	1	2	1	-	3	7(Seven)
3	Jr Training Officer	Rs.15,600-39,100+5400(GP)	35 yrs.	-	-	-	-	1	1 (One)
4	Administrative Assistant	Rs.9,300-34,800 +4200(GP)	35 yrs.	-	-	-	-	1	1(One)
5	Stenographer Gr. 'B'	Rs.9,300-34,800 +4200(GP)	30 yrs.	-	-	-	-	1	1(One)
6	Jr. Engineer (Electrical)	Rs.9,300-34,800 +4200(GP)	35 yrs.	-	-	1	-	-	1(One)
7	Computer Operator	Rs.9,300-34,800 +4200(GP)	30 yrs.	-	-	-	-	1	1(One)

- The post is exclusively reserved for Persons with Disability (PWD) for Hearing Impaired (HI)

The qualification(s)/experience for various posts are as under:-

**1. Scientist Grade III****Essential:****A. Medical (Essential):**

- i) PG Medical degree in the field of Microbiology/Biochemistry/ Immunohaematology & Blood Transfusion / Pharmacology/ Bacteriology / Serology / Hematology from the recognized University

**and**

- ii) **One** year experience in the field after acquiring the essential qualification

**B. Non Medical (Essential)**

- i) M. Sc in Microbiology / Clinical Microbiology / Biotechnology/ Bioinformatics/ Biochemistry / Bacteriology / Physiology/ from any recognized University with at least 60% marks.

**and**

- ii) A minimum of **three** years' of relevant experience in any of the following areas:

- Quality Control Testing of Biologicals and Biotherapeutics;
- Review of Technical Dossiers of Biologicals and Biotherapeutics including Vaccines in respect of Chemistry Manufacturing Control (CMC), non-clinical trial data on Animal Pharmacology/Animal Toxicology, Clinical Trial data;
- Review of Technical Dossiers of 'In Vitro Diagnostic (IVD) Medical Devices' in respect of conformation to the Essential Principles of Safety and Performance of Medical Devices which include Product Description, Design and Manufacturing information, Product performance specifications and associated validation and verification studies, Labelling and Regulatory history;
- Evaluation & Review of Adverse Events:
  - following Immunization (AEFI)
  - associated with Biologicals and Biotherapeutics (Pharmacovigilance)
  - associated with blood transfusion and blood products administration (Haemovigilance);
  - due to indirect harm associated with IVD Medical Devices (Materiovigilance)
  - Management of Quality System with application of ISO: 17025 and ISO : 34 with Total Quality Management approach .
- Research in Biologicals and Biotherapeutics,

**Desirable:** At least 2 (two) publications or Articles in Indexed Journals, in any of the above mentioned fields of qualification or experience.

**2.Jr. Scientist****Essential:**

- i) M.Sc. in Microbiology / Clinical Microbiology / Biotechnology/ Bioinformatics/ Biochemistry /Pharmacology/ Serology / Molecular Biology/Physiology from any recognized University with at least 60% marks.

**and**

- ii) A minimum of **one** year's of relevant experience in any of the following areas:

- Quality Control Testing of Biologicals and Biotherapeutics;
- Review of Technical Dossiers of Biologicals and Biotherapeutics including Vaccines in respect of Chemistry Manufacturing Control (CMC), non-clinical trial data on Animal Pharmacology/Animal Toxicology, Clinical Trial data;
- Review of Technical Dossiers of 'In Vitro Diagnostic (IVD) Medical Devices' in respect of conformation to the Essential Principles of Safety and Performance of Medical Devices which include Product Description, Design and Manufacturing information, Product performance specifications and associated validation and verification studies, Labelling and Regulatory history;
- Evaluation & Review of Adverse Events:
  - following Immunization (AEFI)
  - associated with Biologicals and Biotherapeutics (Pharmacovigilance)
  - associated with blood transfusion and blood products administration (Haemovigilance);
  - due to indirect harm associated with IVD Medical Devices (Materiovigilance)
  - Management of Quality System with application of ISO : 17025 and ISO : 34 with Total Quality Management approach .
- Research in Biologicals and Biotherapeutics

**Desirable:** At least 1 publication or an Article in an Indexed Journal in any of the above mentioned fields of qualification or experience.

### **3.Jr Training Officer**

#### **Essential**

- (i) First class Post Graduate Degree, **Or** (ii) MBA (preferably with a paper in Human Resource Development), **Or** (iii) Degree & a recognized Diploma in Public Admn./Personnel Management

#### **Experience**

Three years' experience in organizing/ conducting training programmes in healthcare establishments/Scientific Institutes

### **4.Administrative Assistant**

#### **Essential**

Graduate in Art/Science/Commerce.

#### **Experience**

5 years' experience in dealing with administrative, financial, stores handling matters, preference will be given to persons who have worked in Govt. Departments or autonomous organizations.

### **5. Stenographer Gr. 'B'**

#### **Essential**

Graduate, Speed in Short hand 100 wpm. Typing Speed 40 wpm (English)

#### **Experience**

3 years' experience in Stenography in a Government Department/autonomous body or a company of repute.

#### **Desirable**

Knowledge of Hindi Stenography.

### **6.Jr. Engineer (Electrical)**

#### **Essential**

Should have passed three years full time/ or equivalent Diploma in Electrical Engineering from a recognized Institution with not less than 75% marks (60% for SC/ST).

#### **Desirable**

Preferably 2 years' experience after obtaining essential qualification.

### **7.Computer Operator**

#### **Essential**

- (i) Graduate  
(ii) Diploma/Certificate/6 months on the job course in Computer Operations.

#### **Experience**

At least 1 year practical experience

#### **General Information:**

- 1.Application giving particulars in the prescribed format and with a passport size photograph affixed at the space indicated along with attested copies of certificates, testimonials, caste certificate etc. should be sent to the **Administrative Officer, 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 superscribed with "Application for the post of \_\_\_\_\_."
2. The posts carry usual allowances as admissible to Central Government Employees of corresponding status.
3. Qualification is relaxable at the discretion of the competent authority in case of candidates who are otherwise well qualified. Experience can also be relaxed at the discretion of the competent authority in case adequate number of applications from candidates with requisite experience is not received.
4. Merely possessing of minimum prescribed qualifications etc. will not entitle an applicant to be called for interview/personality test.
5. The Institute reserves the right to fill up or not to fill up any or all the posts.
6. Canvassing in any form will disqualify the applicant.
7. Those employed in Central/State Government / Autonomous Institutes and Central & State Public Sector undertakings should apply through proper channel failing which their applications will not be considered.
8. The prescribed application format is available on NIB website <http://nib.gov.in>.
9. The last date for submission of complete application form is **01.07.2015 upto 05.30 p.m.** Incomplete applications or applications received after the last date will not be entertained.

**Director i/c**

**NATIONAL INSTITUTE OF BIOLOGICALS**  
(MINISTRY OF HEALTH & FAMILY WELFARE)  
GOVT OF INDIA

**APPLICATION FORMAT**

(Candidates should fill up the application form in his/her own handwriting. All answers 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/Dr/Ms./Mrs)  
(In block Capital letters)
3. Address:
  - a. Present \_\_\_\_\_  
STD Code \_\_\_\_\_ Phone No. \_\_\_\_\_ Mobile \_\_\_\_\_ e.mail ID \_\_\_\_\_
  - b. Permanent \_\_\_\_\_
4. Date of Birth ( In Christian era)
5. Nationality
6. Sex Male ( ) Female ( )
7. Marital Status
8. Father's/Husband's Name
9. Are you member of SC/ST/OBC ( Yes /No) SC ( ) ST ( ) OBC ( )  
(Attach the relevant certificate issued by the Competent Authority in support of your claim)
10. Educational/Professional Qualifications obtained (commencing with Matriculation or equivalent examination) (Please attach attested copies of all certificates).

SN	Exam./Degree Passed	College/University	Subjects taken	Specialization, If any	Year of passing	Class/Division %age of marks	Remarks

11. Professional Trainings undergone

Name of the Training(s) undergone	Name of the Institute	Duration

12. Experience

Name of the Employer/Organisation	Post Held	From	To	Total years of Experience	Nature of duties	Scale of pay and last salary drawn

13. Please state clearly in the light of the above entries, whether you meet 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)