



## NATIONAL BRAIN RESEARCH CENTRE (Deemed University)

(An Autonomous Institute of the Dept. of Biotechnology,  
Ministry of Science & Technology, Government of India)  
NH-8, Manesar- 122 050, Distt.-Gurgaon, Haryana  
Tel : 0124 –2845 200, Fax : 0124-2338910  
e-mail :admin@nbrc.ac.in

Advertisement No. 10/2012

National Brain Research Centre (NBRC), Manesar, is the apex co-ordinating body for research in Neuroscience with the objective of undertaking basic research towards understanding brain structure and function in health and disease. The Centre is located at Manesar, Haryana, 50 km from New Delhi. NBRC would like to recruit suitable persons for the following position:

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**Post Code: 002      Personal Secretary**  
**Pay scale :**            ₹9,300-34,800 (Grade pay ₹4,600/-)

**Method of recruitment:** on Direct recruitment / Deputation basis/ Contract basis

**Essential Qualification/Experience:-** Graduate with proficiency in shorthand (120 wpm) and typing (60 wpm). Either a Diploma in Secretarial Practice or ability to handle MS–Office & conversant with secretarial practice, handling correspondence and office files independently.

**Desirable:** At least Five year's experience in handling secretarial assignment with a senior functionary in Govt./Autonomous Body/PSU etc and ability to draft, correspond and interact with other organizations/ senior functionaries both internal & external.

**Job Profile:** Extending Secretarial support to Director, maintenance of records, files, liaison work e.g. liaison with all Sections, handling confidential documents, preparation of brief of cases put up to senior officers and other related job.

**Age Limit:-** 35 years as on last date of the application.

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**General Conditions: -**

1. Appointment to the above post will be made initially on contract for a period of 5 years with a probation period of 1 year, which may be extended. The Regularisation of the contract position is subject to a positive review on completion of 4 years, as further continuation of appointment will depend on the performance during this period.
2. Canvassing in any form will be a disqualification.
3. Competent authority may relax requirements of age/ educational qualification/ experience, in exceptional cases.
4. The candidates may be considered for higher/ lower grade depending on their profile.
5. The post advertised shall be need based and without any commitment for its filling. Number of vacancies may vary.
6. Candidates who are desirous of being considered for the above posts and who can be relieved immediately on selection may apply in the prescribed application form attached along with this information sheet. Application form in the prescribed application format along with the following documents must reach the Administrative

Officer, National Brain Research Centre, Nainwal Mode, Manesar 122050, Gurgaon within 21 days from the date of publication of this advertisement in Employment Newspaper **dated 03.11.2012.**

- a) Attested copies of Certificates.
- b) **Application Fee (non-refundable) ₹100/- for General and ₹50/- for OBC** in the form of **Demand Draft** in favour of “**Director, NBRC**” payable at **Gurgaon/Manesar**. The application fee for candidates belonging to SC/ST/PH category are exempted subject to the production of Certificate. Women candidates are also exempted from the application fee.
- c) Names of three references working in senior positions, who can certify the working/conduct of the candidate.
7. Advertisement No., Name of the post and Post Code applied for should be clearly mentioned on the Envelope and on the Application Form, failing which the application will not be considered. Applications received **after the last date, without proper desired Demand Draft, without attested copies of testimonials and certificates etc. /incomplete applications may be rejected.**
8. Out-station candidates called for interview shall be paid 2<sup>nd</sup> class sleeper train fare on production of documentary evidence.
9. The applicants in Government/Semi-government organizations/ public sector undertaking autonomous organizations **must send their applications “Through Proper Channel”**. The applications received without the recommendations of the employers will not be considered.
10. Merely fulfilling the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Since it may not be possible to call all the candidates for interview, the applications will be short listed and the decision of the duly constituted Screening Committee will be final. The Centre will not entertain any correspondence in this respect and interim enquiries will not be attended to.
11. Applications received after due date may not be considered.
12. Candidate may specify the category they belong to and attach documentary proof in case they belong to OBC/SC/ST/PH/Ex-serviceman category. **The reservation rules/guidelines of Govt. of India will be applicable.** The Upper age limit is relaxable for SC/ST/OBC/PH/ applicants as per the rules / guidelines of Government of India.
13. Application should be complete in all respects and any incomplete application will be rejected summarily.
14. The job contract will be regulated as per the terms of the project and the prevailing rules and procedure followed at NBRC at the time being.
15. No communication will be entertained in this regard.

Terms & conditions and Application Form may be downloaded from the website of NBRC ([www.nbrc.ac.in](http://www.nbrc.ac.in)) or obtained by post on request from the **Administrative Officer, NBRC, Nainwal Mode, Manesar-122 050, Haryana**. The request for application form should be accompanied by a **demand draft for ₹50/-** drawn in favour of **Director, NBRC** payable at **Gurgaon** along with details of the address where the application form is to be sent. In addition the candidates have to send the requisite fee as applicable, alongwith the filled-in application.

➔ **Last date for receipt of completed application form is within 21 days from the date of publication of this Advertisement in Employment News dated 03.11.2012**

Application No. -----  
(for official use only)



**NATIONAL BRAIN RESEARCH CENTRE**  
(Deemed University)

**NH-8, Nainwal Mode, Manesar- 122 050,**  
**Distt. Gurgaon, Haryana**  
**Tel.: 0124 – 2338922-26, Fax: 0124 – 2338910**  
Email : [info@nbrc.ac.in](mailto:info@nbrc.ac.in), [admin@nbrc.ac.in](mailto:admin@nbrc.ac.in)

**Application Form for other than Faculty Posts**

Please read the instructions before filling the application form.

Advertisement No.....Dated.....

Post applied for .....

Post Code:

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Details of Demand draft/IPO/Cash receipt

Bank Name\_\_\_\_\_Draft/IPO No\_\_\_\_\_

Dated\_\_\_\_\_Amount For \_\_\_\_\_

Roll No.

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(To be filled in by the office)

Please affix recent self attested passport size photograph here

1. (i) Name (in block letters).....

(ii) Father's /Husband's Name.....

2. Date of birth.....Age.....

3. Nationality .....Sex.....Male/Female.....

Married/Unmarried.....

4. Postal Address (Address for communications .....  
 In block letters with PIN Code No.) .....  
 .....  
 Email Id ..... Tel/Mobile No. ....

5. Permanent Address .....  
 (In block letters with PIN Code No.) .....  
 .....  
 Email Id ..... Tel/Mobile No. ....

6. Do you belong to Scheduled Caste/Schedule Tribe/OBC. If so, state the name of the Caste/Tribe and details of a Certificate(S).....

7. Educational Qualifications

Examination passed	Name of the University/Board	School/ college attended	Division with percentage of marks obtained	Year of passing	Subject offered
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8. Professional/Technical Qualification

Examination passed	Name of the University/Board	School/ college attended	Division with percentage of marks obtained	Year of passing	Subject offered
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9. Experience, if any

Employer's Name and Address	Designation	Scale of pay	Basic pay	Total emoluments	Length of experience from...to...	Nature of work
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10. (a) Post held, if any, at the time of sending the application with date of appointment (state whether permanent, or temporary)
- (b) Name of Employing Authority
  
11. Minimum basic pay in scale of the post applied for expected Rs.....
12. Indicate the time you will require to join, if selected.....
13. Number of literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions, if any, obtained in the same.
14. Are you an Ex-serviceman/Disabled Defence Personnel/Dependent of Defence Personnel killed in action? If so, details of Certificate (e.g. No., Date and Issuing Authority).
15. Are you a Physically Handicapped person? If so give details of Medical Certificate issued by Competent Authority and the category to which you belongs: .....
16. Have you been debarred or punished for adopting unfair means in any examination by the Institution/Board or University? If so, please specify.....
17. Are you related to any employee(s) of the NBRC (National Brain Research Centre) and/or DBT (Department of Biotechnology, Govt. of India) or Institutes under DBT? If so, give details. ....
18. Have you been imprisoned by and Court of Law for any criminal or civil act? If so, give details. ....
19. Please write 1-2 pages on your qualifications, experience and aptitude and how do you envisage it to be useful for the post you have applied for.

20. Any other information .....

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21. DECLARATION:

I \_\_\_\_\_ hereby declare that the statement made in this application are true, complete and correct to the best of my knowledge and belief and in the event of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action initiated against me.

Place.....

Date.....

Signature of Applicant

Name of Applicant:

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**CERTIFICATE**

(To be filled up by the Head of Organization/ Institution of the applicant is currently employed)

22. Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for. It is certified that no vigilance / disciplinary case is pending or contemplated or initiated against the official. The integrity of the official is certified.

Signature.....

(Head of the Institution/ Organization with seal)

Designation.....

Address.....

.....

..... Pin

Code No.....

Telephone No.....

File no.....

Date .....