

**NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE (NABI)**  
(Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

&

**CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING (CIAB)**  
(Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)  
C-127, Phase-8, Industrial Area, S.A.S. Nagar,  
Mohali-160 071 (Punjab)

**WALK-IN INTERVIEW FOR THE POST OF MAINTENANCE AND FACILITY SUPERVISOR FOR  
NABI-CIAB, MOHALI**

National Agri-Food Biotechnology Institute (NABI) and Center of Innovative and Applied Bioprocessing (CIAB) are autonomous National Institutes under Department of Biotechnology (Govt. of India). The institutes are currently operational from interim facility at C- 127, Phase VIII, Industrial Area, S.A.S. Nagar, Mohali-160 071 (Punjab), while full-fledged regular campus is coming up at Knowledge City at Mohali.

The institutes plan to conduct a walk in interview for **one post** of **Maintenance and Facility Supervisor** on **contract basis**. Interested candidates who fulfill the following conditions may appear for walk-in interview on 06-10-2016 at 2nd Floor, C- 127, Phase VIII, Industrial Area, S.A.S. Nagar, Mohali-160071 (Punjab) from 09:00 AM onwards.

<b><u>No of vacancies</u></b>	:	One
<b><u>Qualifications</u></b>	:	Graduate from a recognized institute / university and must have basic working knowledge of computers.
<b><u>Age Criteria</u></b>	:	Must not have attained the age of 50 years as on the date of interview.
<b><u>Experience</u></b>	:	Minimum five years on job experience in the field of facility management/housekeeping/general administration in a reputed institute/organization.
<b><u>Terms of Engagement</u></b>	:	Contractual for a period of one year (extendable on year wise basis at the discretion of the competent authority subject to satisfactory performance)
<b><u>Salary/other facilities</u></b>	:	Rs. 35000/- per month fixed  Medical facilities (for self) and TA/DA, would be admissible as decided by the competent authority (on case to case basis).  Leave: 30 days in a calendar year.

**Duties/Responsibilities:** Maintenance and Facility Supervisor of the institute would be responsible for the following duties (but not limited to) and any other tasks/duties/responsibilities assigned to him by the Administrative Officer/Competent Authority time to time ensuring that the facilities meet government regulations, environmental, health and security standards:-

- Arrangement of meetings and conferences.
- Coordinating permanent and hired transport services of NABI and CIAB.

- Managing NABI and CIAB guest house housekeeping, Research Scholar Hostel and services.
- Coordinating conservancy staff and security services of the institute.
- Supervising catering services of guest house/institute.
- Liaison and protocol duties of officers/guests of the institute.
- General administrative services of the institute ( viz. supervising dak dispatch, managing reception activities , managing first aid posts, fire and safety services of the institute etc.)
- Overseeing farm and horticulture management of the new site of NABI and CIAB.
- Supervising multi-disciplinary teams of staff including maintenance, security and temporary workers.
- Managing data base, attendance of drivers, contractual workers, conservancy and catering staff.

### **Application Procedure**

The interested candidates may appear for Walk-In-Interview on **06-10-2016** along with the application form available on the websites: [www.nabi.res.in](http://www.nabi.res.in) and [www.ciab.res.in](http://www.ciab.res.in). The duly filled application form must be submitted at the time of the registration from **09:00 AM to 10:30 AM on 06-10-2016**. The candidates must ascertain their eligibility before applying, as ineligible candidates would not be interviewed.

### **Process of Engagement**

The eligible applicants would be interviewed by a duly constituted committee. The committee would recommend the candidates, if found suitable, for consideration of the competent authority for engagement on purely contractual basis.

### **General Conditions**

1. Incomplete applications and applications that are not in proper format may be rejected.
2. The above opportunity is open only to Indian Nationals.

### **Important**

- The applications should be submitted in the prescribed format that can be downloaded from the websites: [www.nabi.res.in](http://www.nabi.res.in) and [www.ciab.res.in](http://www.ciab.res.in).
- Completed applications along with photocopies of all the relevant educational and experience certificates are to be submitted at the time of registration at CIAB Interim Facility, **C-127, Second Floor, Phase-8, Industrial Area, Mohali-160071, Punjab, from 09:00 AM to 10:30 AM on 06-10-2016**.
- The position is based at Mohali, Punjab but some works may be assigned to be carried out at outstations also.
- No TA/DA etc. would be paid for attending the walk-in-interview.
- Candidates should bring their original documents for verification and one set of photocopy (for submission) of their all relevant certificates related to education, experience, publications, thesis/dissertations etc. at the time of interview.
- Candidates found eligible after scrutiny of applications post registration, shall be required to appear before a Selection Committee. Kindly note that in case there are substantial number of applicants, the Competent Authority, NABI & CIAB reserves the right to devise such criteria as deemed fit to shortlist the candidates for the interview. If required, a written test may also be conducted to short-list candidates. The decision of the Competent Authority, NABI & CIAB to conduct a written test or not, shall be final and binding on all in this respect.

**Administrative Officer, NABI**