

**NATIONAL RESEARCH DEVELOPMENT CORPORATION**

(An Enterprise of DSIR, Ministry of Science & Technology, Govt. of India)

20-22, Zamroodpur Community Centre, Kailash Colony Extn. N. Delhi-48

Website: www.nrdcindia.com;Email: jobs@nrdc.in**Recruitment Notice**

Applications are invited in the prescribed format for filling the following positions:

Post	Essential Qualification and Experience	Pay Scale (IDA Pattern)	Age Limit	Place of work
Manager (Finance) One	Chartered Accountant / MBA (Finance)/ICWA with 8-10 years experience in the organization of repute out of which preferably 2 years experience in the immediate lower grade in any CPSE.	Rs.60,000 -1,80,000 (Revised)	45 Years	New Delhi
Editor One	Degree in Science/ Engg. from a recognized university with Degree/Diploma in Science Communication/ Journalism with 3-5 years experience of working in Scientific/ Academic/ Media Organisation in the field of Science Communication /Publication/Science Writing/ editing of popular Science magazines/periodicals out of which preferable atleast two years in PSU/Govt. Sector experience one level below.	Rs.50,000 -1,60,000 (Revised)	35 Years	New Delhi

Send application online at jobs@nrdc.in within 15 days of publication of this advertisement. Also send a hard copy of the filled application form alongwith a fee of Rs. 1000/- through DD in favour of NRDC, payable at New Delhi at NRDC office address. For more details visit our website: www.nrdcindia.com before apply.

Chairman and Managing Director, NRDC

NRDC, an enterprise of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India is engaged in the development, promotion and transfer of technologies emanating from various national R & D institutions/universities. The Corporation offers its IPR and Technology Transfer services in wide areas like: Chemical, Agro & Food processing, Life Sciences, Mechanical, Electrical & Electronics and it acts as an effective catalyst translating innovative research into marketable industrial products. NRDC has the largest repository of Indian technologies and licensed about 2000 technologies to more than 4800 entrepreneurs/startups/institutes/corporate. NRDC requires:-

S. No.	Designation, No. of vacancies, Pay Scale and Age Limit etc.	Qualifications & Experience	Nature of Job
1.	Manager (Finance) (UR - One) (Rs. 60000-180000) Total Pay = Rs.80,400 (App.) + Perks Age Limit : 45 years on the closing date Place of posting: New Delhi	<u>EQ & Experience</u> Chartered Accountant/ MBA (Finance)/ICWA Experience: 8-10 years experience in the organization of repute out of which preferably two years experience in PSU/Govt. Sector experience in the immediate lower grade in CPSE	<ul style="list-style-type: none"> - Budgeting, Financial Management, Appraisal & Financial Evaluation of projects, Monitoring of assets and liabilities, Vetting of contracts for procurement of goods and service form financial view. - Ensuring observance of GFRs, GST and rules & regulations, efficient and effective management of the company's finance and compliance with statutory requirements. - To supervise and superintend Finance & Accounts Division personnel. - To make available accurate and timely financial information through MIS about the company's financial position. - Produce all necessary statements and reports to enable the accurate measurement of fund flow, cash flow, profit and loss, stock and debtors etc. - To monitor & ensure compliance of statutory requirements and Accounting Standards. - Liaison with Internal, Statutory & Govt. Auditors, Board of Directors, DSIR, DPE etc. and ensure compliance of provision of applicable taxation laws and e-filing of all the statutory Returns/Forms etc. - To act as a Member Secretary to the Audit Committee and provide all the agenda notes to be placed before the Audit Committee as envisaged under the Companies Act, 2013 and rules thereon. - To represent in various Committees; internal and external as a finance expert.

2.	<p>Editor (UR - One) (Rs. 50000-160000) Total Pay = Rs.67,000 (App.) + Perks Age Limit : 35 years on the closing date Place of posting: New Delhi</p>	<p><u>EQ & Experience</u> Degree in Science/ Engineering from a recognized university with Degree/Diploma in Science Communication Journalism Experience: 3-5 years experience of working in Scientific/Academic/Media Organization in the field of science communication/Publication/Science Writing/editing of popular science magazines/periodicals out of which preferably two years experience in PSU/Govt. Sector experience in the immediate lower grade in CPSE</p>	<p>- Science communication activities including science writing, translation, editing of science journals/magazines/scripts/printing of scientific or technical publications/radio/TV programmes/organizing of outreach/field programmes/research/media related activities etc. - Art work includes layout and designing of cover, arrangement of relevant photographs for articles and illustration work. - Production work of the magazines includes proof-reading of composed matter carrying out corrections, do the final reading of proofs and give the print order of the magazine.</p>
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- Reservation/Age relaxation and concessions etc. to SC/ST/OBC/EWS/PWD/XSM/Departmental Candidates/widowed/divorced women etc. is applicable as per Govt. of India Guidelines. Necessary certificate must be enclosed with the application form. Persons working on regular/contractual basis in the Corporation with minimum three years service will be considered as Departmental Candidates.
- The above positions will be filled on regular basis on the regular pay scale paying salary attached to the position with a suitable probation period as per rules. Total Pay mentioned against these posts includes Basic Pay+DA+HRA only on the revised pay scales. Perks will be extra.
- All reserved category candidates shall be required to submit attested copies of the latest Caste Certificate issued by the Competent Authority on the prescribed format.
- Candidates employed in Government and Semi-Government Organizations, Public Sector Undertakings, must apply through proper channel. However, they can submit advance copy of the application or should produce a “No Objection Certificate” from his/her employer at the time of interview in the absence of which their candidature will not be considered.
- Interested candidates must send application in the prescribed format enclosed at **Annexure-I**, directly on email at jobs@nrdc.in and must also forward a copy of the application by post alongwith application fee of Rs.1,000/- by way of DD in favour of NRDC payable at NRDC (No fee for SC/ST/PwD/ESM candidates) within 15 days of publication of the advertisement at the following address:

The Incharge (P&A)
NRDC, 20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
NEW DELHI-110048.

- The Corporation reserves the right to amend/alter/change/modify the number of posts or any or all of the conditions if necessary or cancel the advertisement without assigning any reasons thereof.
- Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone No. in the application form for easy contact.
- The invitation to candidates for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
- The Corporation reserves the right to screen and call only such candidates as are found Prima Facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
- No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
- The candidate is responsible for the correctness of the information provided in the application.
- If it is found at a later date that any information given in the application is incorrect false, the candidature/appointment is liable to cancelled/terminated
- The candidates attending the interview will be reimbursed 2 Tier AC Rail Fare by the shortest route as per NRDC rules for the shortest route on production of tickets.
- The selected candidates have to join the duty within one month of receipt of the offer letter alongwith medical fitness certificate from the hospital recognized for the purpose and they will be on a probation for a period of one year.
- Though the initial posting will be at Corporation's HQs at New Delhi but he/she may be transferred/posted anywhere within or outside the country as the posts are transferrable.

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Brief Bio-Data

(To be filled and submitted along with the application)

Please attach
passport size
photograph

Post Applied for: _____
Discipline : _____

- 1 Name (in Block Letters) :
- 2 (a) Communication Address :
(In Block Letters)
Phone/Mobile No.
- (b) Permanent Address :
(In Block Letters)
Phone/Mobile No.
3. Father's name :
4. Date of Birth :
(As per Matriculation Certificate)
- 5 Gender Male/Female :
- 6 Marital status Married / Single :
7. Religion :
- 8 Whether Reservation Category Belongs to : SC/ST/OBC/XSM/PH/GENERAL

9. Educational Qualifications :

Examinations passed (Enclose Marks Cards / Certificates)	Percentage of Marks	Year of passing	Examining Body/University	Remarks
Secondary (10 th) or its equivalent				
Sr. Secondary (12 th) or its equivalent				
Bachelor's Degree				
Master's Degree				
Others viz. M.Phil Ph.D etc.				
Diploma/P.G. Diploma 1. 2. 3. 4. 5.				

10. Professional Qualifications/Trainings, if any :

Qualifications	Grade/ Percentage of Marks	Year of passing	Examining Body/University	Remarks

11. Experience:

(Starting from current position in descending order)

Name of Organization	Designation/ Post	Period From To	Salary Drawn	Brief detail of assignments

12. Research Experience/Industry/
Professional experience:
International/National

13. No. of Publications, if any

14. No. of Seminars/ Conferences
attended & brief details thereof

15. Award and Prizes (if any)

16. Extra curricular activities

17. Name of two references:-

1.Name _____
Designation _____
Address _____
Phone No. _____

2.Name _____
Designation _____
Address _____
Phone No. _____

Signature of the candidate

Place:

Date: