



NATIONAL INSTITUTE OF BIOLOGICALS

(An Autonomous Institute under the Ministry of Health & Family Welfare, GOI)

A-32, Sector – 62, Institutional Area Ph-II, NOIDA – 201307, U.P.

Phone: 0120-2400022/72 Fax: 0120-2403014, Email: info@nib.gov.in

The National Institute of Biologicals, an autonomous Institution 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 online through email in the prescribed format for the following posts purely on contract basis for a period of eleven months. The last date for receipt of applications is 28.11.2011.

(1) Technical Associate (One) (IT Services) @ Rs 20,000 pm (Consolidated Remuneration)

Age: 25 - 40 years

Qualifications:-

- i) Graduate in any discipline with Post Graduate Diploma in Computer Application
- ii) Minimum of 2 year's experience in management/ development of software in a Government Institution / Private Sector Organization

Job description:-

- Implementation & maintenance of Sample Tracking & Inventory System in coordination with National Informatics Centre
- Development and maintenance of Electronic Archiving and Retrieval System of Test Reports, SOPs, Guidance Documents etc.
- Daily website up-dation in respect of test reports, guidance documents and scientific activities.
- IT System Management (i.e. maintenance of the server etc)
- Any other duties assigned by Director, NIB, from time to time.

2. Technical Associate (One) (Sample Receipt & Report Dispatch Division) @ Rs 20,000 pm (Consolidated Remuneration)

Age: 25 - 40 years

Qualifications:-

- i) Graduate in any discipline.
- ii) Diploma /certificate course in “Secretarial Practice & Office Procedure course”
- iii) Minimum of 2 years’ experience Government Institution / Private Sector Organization in respect of Public Dealing.

Job description:-

- To assist Officer- in-charge of Sample Receipt & Report Dispatch Division in Receipt of samples & documentation, logging of the samples, distribution to the various laboratories for testing; collation & dispatch of the test reports and Public Dealing in this respect.
- Any other duties as assigned by Director, NIB from time to time.

3. Bench Chemist / Biologist (Two) @ Rs 20,000 pm (Consolidated Remuneration)

Age:- 25-40 years

Qualification:

M.Sc. in Chemistry/Biochemistry/Pharmaceutical Chemistry/ Microbiology/ Biotechnology. Preference will be given to candidates having experience in manufacture/ testing of Biologicals.

Job Description

- To assist Analysts in analysis of Biologicals, entry & management of data and correspondence related to it.
- Documentation, creation and maintenance of Laboratory Data Bank.
- Any other duties as assigned by the head of Laboratory from time to time.

4. Technical Associate (One) - (Library) @ Rs 20,000 pm(Consolidated Remuneration)

Age:- 25-65 years.

Qualification:

Graduate with Library Science. Preferably M.Lib. Knowledge in computer application

Job Description:

- Maintenance of library. Procurement of Library Books, journals and e-Journals. Entry of books and Journals in Stock Register and issue of Books/Journals. Maintenance of digital CDs, Audio/video CDs/DVDs etc
- Preference will be given to the retired government servants having adequate experience in the relevant field

5. Technical Associate (One) - (Administration) @ Rs 20,000 pm (Consolidated Remuneration)

Age:- 25-65 years.

Qualification:

- i) Graduate in Arts/Science/Commerce from a recognized university
- ii) Knowledge of computer application
- iii) Adequate experience in dealing with Administrative, Financial, Store handling matters. The person should be capable of putting up of proposals and drafts independently.

Preference will be given to the retired government servants.

Job Description:

- To assist Administrative Officer of NIB in day to day administrative work of the institute
- Any other duties as assigned by the Director, NIB from time to time

6. Technical Associate (One) - (Procurement) @ Rs 20,000 pm (Consolidated Remuneration)

Age:- 25-65 years.

Qualification:

- i) Graduate in Arts/Science/Commerce from a recognized university

- ii) Diploma /PG Diploma in Materials Management recognized by Government of India.
- iii) Knowledge of computer application
- iv) Adequate experience in dealing with the Stores Department of a Government / Private Organization with practical experience of handling & procurement of indigenous & imported stores & of Import Clearances & custom Clearance procedures particularly in Medical/ Scientific / Research Organization

The person should be capable of putting up of proposals and drafts independently. Preference will be given to the retired government servants.

Job Description:

- To assist Procurement office of NIB in day to day procurement work of the institute .
- Any other duties assigned by Director NIB from time to time

7. Technical Associate (One) - (Hindi Translation) @ Rs 20,000 pm (Consolidated Remuneration)

Age:- 25-65 years.

Qualification:

- i) Masters Degree of a recognized university in English / Hindi with Hindi / English as main subject at the Degree level.
- ii) 2 Years experience in translation from English to Hindi & Vice versa in a Scientific Organization of Government of India.

Job Description:

- Translation work from English to Hindi & Vice versa as assigned by the Administrative Officer from time to time. Further, any other duties as assigned by the Director, NIB

Preference will be given to the retired government servants having experience in English to Hindi translation work.

(Administrative Officer)
National Institute of Biologicals
For Director i/c