

Email/Speed post

मिसिल सं. A-2.0/5/2025-Admin-NIB-Part(1)
भारत सरकार/Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय/Ministry of Health & Family Welfare
स्वास्थ्य एवं परिवार कल्याण विभाग/Department of Health & Family Welfare
औषध विनियमन अनुभाग/Drugs Regulation Section

Kartavya Bhawan-1, New Delhi
Dated: 22-06-2026

To

The Director,
National Institute of Biologicals, Noida
A-32, Sector-62, Noida-201309.

Subject: Amendment in Recruitment Rules (RRs) for Administrative posts at the NIB, Noida- Reg

Madam,

I am directed to refer to the National Institute of Biologicals' proposal, submitted vide file no. A-2.0/5/2025-Admin-NIB-Part(1), on the subject mentioned above and to convey the approval of Competent Authority, i.e., Secretary (HFW) as the Chairperson of the Governing Body, NIB Noida.

2. A copy of the approved amended Recruitment Rules for the Administrative Posts namely, Deputy Director (Administration), Administrative Officer, Section Officer, Administrative Assistant, Assistant-I and Assistant-II at NIB is enclosed herewith for necessary action at your end.

3. NIB may take further necessary action for implementation of the amended Recruitment Rules in accordance with the applicable provisions and procedures.

Yours faithfully,
Digitally signed by
DHARMENDAR.KUMAR
Date: 22-06-2026
17:54:57

(Dharmendar Kumar)
Under Secretary to the Govt. of India
Tele: 011-24013272

Enclosure: As above

Copy to:

- (i) PS to JS(R)
- (ii) PA to Dir. (DR)

Deputy Director (Admn)

S. No.	Deputy Director (Admn)	
1	Name of the post	Deputy Director (Administration)
2	No. of Post	1(One)* *Subject to variation dependent on workload
3	Classification	Group -A (Ministerial)
4	Scale of Pay	Level 12 (Rs. 78800-209700) in Pay Matrix as per 7th CPC
5	Whether Selection post or non-selection post	Non-Selection
6	Age limit for direct recruitment	Not Applicable
7	Educational and other qualification Required for direct recruitment	Not Applicable
8	Whether age & qualifications prescribed for Direct Recruitments will apply in the case of Promotees	Not Applicable
9	Period of probation	Not applicable.
10	Method of recruitment whether by direct or promotion or by deputation/ transfer & percentage to be filled by various methods	100% by promotion failing which by Deputation (including short-term contract)
11	In case of recruitment by promotion/ deputation transfer grade from which promotion/ deputation transfer to be made.	Promotion: Senior Administrative Officer in Level-11 (Rs. 67700-208700) in the pay matrix with five years' regular service in the grade. Deputation (ISTC):- Officers under the Central Government or State Governments or Union territory Administrations or recognized Universities or recognized research institutions or public sector undertaking or statutory or autonomous organisations: (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' regular service in the grade rendered after appointment thereto in level-11

		(Rs. 67700-208700/-) in the pay matrix or equivalent in the parent cadre or Department;
12	If a Departmental Promotion Committee exists what is its composition	As per NIB Byelaws.
13	Nature of Duties	The Officer shall be responsible for overall Administration/ Procurement/ Finance matter of the Institute, Supervise the work of Sr. AO, Procurement and Budget & Finance Officer, Deals with policy matter of the Institute, prepare SOP's, Act as Vigilance Officer of the Institute, Maintain discipline, dealing with all disciplinary cases, Responsible for implementing e-office and IT. Any other duty allocated by the competent authority.

Administrative Officer

S. No.	Administrative Officer	
1	Name of the post	Administrative Officer
2	No. of Post	4* (Four) *Subject to variation dependent on workload
3	Classification	Group-A (Ministerial)
4	Scale of Pay	Level 10 (Rs 56100-177500/-) in Pay Matrix as per 7th CPC
5	Whether Selection post or non-selection post	Non-Selection for promotion and Not Applicable for Direct Recruitment
6	Age limit for direct recruitment	Not exceeding 35 years Relaxable as per DoPT Guidelines
7	Educational and other qualification required for direct recruitment	a) Bachelor's degree in any discipline from a recognized university/ Institution. b) At least 5-Years' experience in handling matters related to Administration/ Stores /finance of Govt/ Autonomous Organization etc. Desirable a) Masters in HR/ Fin/ Material Management from a Recognized University or Institution by the Govt.

		of India.
8	Whether age & qualifications prescribed for Direct Recruitments will apply in the case of Promotes	Age: No Qualification: No
9	Period of probation	Two years' Probation for both DRs & promotion.
10	Method of recruitment whether by direct or promotion or by deputation/transfer & percentage to be filled by various methods	i) 75% by promotion and failing which by deputation (ISTC) failing both by direct recruitment ii) 25% by Direct Recruitment
11	In case of recruitment by promotion/deputation transfer grade from which promotion/deputation transfer to be made.	Promotion: Section Officer in Level 7 (Rs. 44900-142400) in the pay matrix with five years' regular service in the grade. Deputation (ISTC): Officers under the Central Government or State Governments or Union territory Administrations or recognized Universities or recognized research institutions or public sector undertaking or statutory or autonomous organisations: (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with Four years' regular service in the grade rendered after appointment thereto in Pay Matrix Level 8 (Rs. 47600-151100) in the pay matrix or equivalent in the parent cadre or Department (iii) with five years' regular service in the grade rendered after appointment thereto in Pay Matrix Level 7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre or Department
12	If a Departmental Promotion Committee exists what is its composition	As per NIB Byelaws.
13	Nature of Duties	Management of Administration, Stores & Accounts work, able to manage e-office, able to conceptualize and take proactive action specially regarding complexities, able to draft & prepare proposal for establishment /accounts & finance, purchase before submitting to director, conversant with Rules & Regulations and procedures related

		to discipline, viz. Conduct Rules, GFRs etc and also able to work independently an executer any other duties allocate by the competent authority.
14	Additional Remarks	3 posts of administrative officer will be redesignated as senior administrative officer upon completion of 5 years of regular eligible service in the grade on the seniority basis.

Section Officer

S. No.	Section Officer	
1	Name of the post	Section Officer
2	No. of Post	3 (Three)* *Subject to variation dependent on workload
3	Classification	Group -B (Ministerial)
4	Scale of Pay	Level 7 (Rs 44900-142400/-) in Pay Matrix as per 7th CPC
5	Whether Selection post or non-selection post	Non-Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for direct recruitment	Not applicable
8	Whether age & qualifications prescribed for Direct Recruitments will apply in the case of Promotees	Age: No Qualification: No
9	Period of probation	Not applicable
10	Method of recruitment whether by direct or promotion or by deputation/ transfer & percentage to be	100% by promotion failing which by deputation (ISTC)

	filled by various methods	
11	In case of recruitment by promotion/deputation transfer grade from which promotion/deputation transfer to be made.	Promotion: Administration Assistant in Level 6 (Rs. 35400-112400) in the pay matrix with five years' regular service in the grade. Deputation (ISTC): Officers under the Central Government or State Governments or Union territory Administrations or recognized Universities or recognized research institutions or public sector undertaking or statutory or autonomous organisations: (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' regular service in the grade rendered after appointment thereto in Pay Matrix Level 6 (Rs.35400-112400) in the pay matrix or equivalent in the parent cadre or Department
12	If a Departmental Promotion Committee exists what is its composition	As per NIB Byelaws.
13	Nature of Duties	Management of concerned sections, supervise work of Assistants & Administrative Assistants, able to manage e-office, prepare draft proposal in establishment/ accounts & finance, and purchase including vetting of tenders, able to work on computers, conversant with rules & regulations and procedures of conduct rules, GFRs etc., assist the administrative officer and any other duties allocate by the competent authority.

Administrative Assistant

S. No.	Administrative Assistant	
1	Name of the post	Administrative Assistant
2	No. of Post	8 (eight)* *Subject to variation dependent on workload
3	Classification	Group B (Ministerial)
4	Scale of Pay	Level-6 (Rs. 35400-112400) in Pay Matrix as per 7th CPC
5	Whether Selection post or Non-selection post	Non-Selection for promotion and Not Applicable for DR
6	Age limit for direct recruitment	Not Exceeding 30 Years Relaxable as per DOPT guidelines
7	Educational and other qualification required for direct recruitment	Essential Qualification: Bachelor's degree in any discipline from a recognized University/Institution Desirable: Diploma in Computer, knowledge of e-office
8	Whether age & qualifications prescribed for Direct Recruitments will apply in the case of Promotes	Age: No Qualification: No
9	Period of probation	2 years (probation period for DRs & promotion only)
10	Method of recruitment whether by direct or promotion or by deputation/ transfer & percentage to be filled by various methods	i) 50% by Direct recruitment and ii) 50% by promotion failing which by deputation (ISTC) failing both by Direct Recruitment
11	In case of recruitment by promotion/deputation transfer grade from which Promotion/ Deputation transfer to be made.	Promotion: Assistant-I in Level 4 (Rs. 25500-81100) in the pay matrix with ten years' regular service in the grade. Deputation (ISTC): Officers under the Central Government or State Governments or Union territory Administrations or recognized Universities or recognized research institutions or public sector undertaking or statutory or autonomous organisations:

		(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with Ten years' regular service in the grade rendered after appointment thereto in Pay Matrix Level 4 (Rs. 25500-81100) in the pay matrix or equivalent in the parent cadre or Department
12	If a Departmental Promotion Committee exists what is its composition	As per NIB Byelaws.
13	Nature of Duties	Responsible for Recruitment/ Promotion of staff, Inventory Management, Purchase of stores, Budget preparation, pay fixation, tender enquiry, conversant with e-office & able to implement it, preparation of draft notes on the administration/ establishment/ finance purchase of stores etc. and able to do work digitally, assist the Section officer and any other duties allocate by the competent authority.

Assistant-I (formerly UDC)

S. No.	Assistant-I	
1	Name of the post	Assistant-I
2	No. of Post	7(Seven)* *Subject to variation dependent on workload
3	Classification	Group-C (Ministerial)
4	Scale of Pay	Level 4 (Rs. 25500-81100) in Pay Matrix as per 7th CPC
5	Whether Selection post or non-selection post	Non-Selection for promotion and Not Applicable for DR
6	Age limit for direct recruitment	Between 18 and 27 years of age, Relaxable as per DOPT guidelines (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Institute or the last date of receipt of application

7	Educational and other qualification required for direct recruitment	Essential Qualification: i) Possessing a bachelor's degree from a recognized university/ institute. ii) A Typing speed of 35 WPM in English or 30 WPM in Hindi on Computer, (35 WPM in correspond to 10,500 KDPH and 30 WPM correspond to 9000 KDPH. Desirable: Candidate with bachelor's degree or professional Certificate in HR/ MM/ Accounts with Computer Science/ IT will be preferred
8	Whether age & qualifications prescribed for Direct Recruitments will apply in the case of Promotes	Age: No Qualification: No
9	Period of probation	2 years for Direct Recruitment
10	Method of recruitment whether by direct or promotion or by deputation/ transfer & percentage to be filled by various methods	(i) fifty per cent by Direct Recruitment; (ii) fifty per cent by promotion failing which by deputation (ISTC), failing both by direct recruitment.
11	In case of recruitment by promotion/deputation transfer grade from which promotion/deputation transfer to be made.	Promotion: Assistant-II in Level 2 (Rs. 19900-63200) in the pay matrix with eight years' regular service in the grade. Deputation (ISTC): Officers under the Central Government or State Governments or Union territory Administrations or recognized Universities or recognized research institutions or public sector undertaking or statutory or autonomous organisations: (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with Eight years' regular service in the grade rendered after appointment thereto in Pay Matrix Level 2 (Rs.19900-63200) in the pay matrix or equivalent in the parent cadre or Department
12	If a Departmental Promotion Committee exists what is its composition	As per NIB Byelaws.
13	Nature of Duties	To take dictation directly on computer, conversant

	to use e-office to manage the secretariat offices, handle telephone call, to prepare draft for administration/ stores/ finance, assist the Section officer and any other duties allocate by the competent authority.
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Assistant-II (formerly LDC)

S. No.	Assistant-II	
1	Name of the post	Assistant-II
2	No. of Sanctioned Post	6 (Six)* *Subject to variation dependent on workload
3	Classification	Group-C (Ministerial)
4	Scale of Pay	Level 2 (Rs. 19900-63200) in Pay matrix as per 7th CPC
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruitment	18-27 years Relaxable as per DOPT guidelines
7	Educational and other qualification required for direct recruitment	Essential Qualification: i) 12th Class pass from a recognized Board or University. ii) A typing speed of 35 WPM in English or 30 WPM in Hindi on Computer, (35 WPM in correspond to 10,500 KDPH and 30 WPM correspond to 9000 KDPH. Desirable: Candidate with bachelor's degree or professional certificate qualification in HR/ MM/ Accounts with Computer Science/ IT will be preferred
8	Whether age & qualifications prescribed for Direct Recruitments will apply in the case of Promotes	Not applicable
9	Period of probation	2 years
10	Method of recruitment whether by direct or promotion or by deputation/ transfer & percentage to be filled by	100% by Direct Recruitment.

	various methods	
11	In case of recruitment by promotion/deputation transfer grade from which promotion/deputation transfer to be made.	Not applicable
12	If a Departmental Promotion Committee exists what is its composition	As per NIB Byelaws.
13	Nature of Duties	To take dictation directly on computer, conversant to use e-office & able to use it, maintenance of file, keep leave records, prepare draft, case of increments, assist the Section officer and any other duty allocate by the competent authority.