



## 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: 0120-2593600/72 Fax: 0120-2403014.

The National Institute of Biologicals, is an autonomous institution under the Ministry of Health & Family Welfare, Government of India with state-of-the-art laboratories equipped for analysis, characterization and Quality control of recombinant proteins, blood products, enzymes, hormones, antibodies, vaccines and other biological medicines, diagnostic reagents and kits. Applications are invited for the following posts on Direct recruitment basis:

S N	Posts	Max. Age	No. of post	Scale of pay	Category			
					SC	ST	OBC	Gen
1.	Assistant-I	30 Year	5	Pay Matrix Level-4 Rs.25500-81100/-	1	-	2	2
2	Assistant-II	27 Year	5	Pay Matrix Level-2 Rs.19000-63200/-	1	-	2	2
3	Jr. Hindi Translator	30 Year	1	Pay Matrix Level-6 Rs.35400-112400	-	-	-	1*

\*This post is reserved for person with disability and suitable for Orthopedically Handicapped (OH). i.e. the person who suffers from not less than 40% of the relevant disability.

### Eligibility criteria

**For S.N.1 Essential:** a) 12<sup>th</sup> Class pass with 60% marks with Science subject from a recognized Board or University, b) 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. **NOTE** : Candidate with Bachelor degree & professional Certificate in HR/MM/Accounts with Computer Science/IT will be preferred.

**For S. No.2 Essential:** a) 12th Class pass with 50% marks with Arts/Commerce/Science subject from a recognized Board or University, b) Accurate 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. **NOTE** : Candidate with Bachelor degree & professional qualification in Certificate in HR/MM/Accounts with Computer Science/IT will be preferred.

**For S.N.3 Essential:** a) Master degree with 60% marks from a recognized University in Hindi/English as main subject at degree level or b) Master degree with 60% marks from recognized University in any subject with English/Hindi as medium of instruction and Hindi/English as compulsory subject at degree level **Or** Bachelor degree with Hindi and English as main subjects and either of the two subject as medium of examination and other as main subject plus recognized diploma/certificate course in translation from Hindi to English and vice versa. **Experience:** Two years experience of scientific terminology

work in Hindi or translation work from Hindi to English or vice versa preferably in scientific organization of Govt. of India.

**General Information:**

1. Application giving particulars as per the prescribed format with a passport size photograph on the application at the space indicated with attested copies of certificates should be sent to the Director, National Institute of Biologicals (Ministry of Health & Family Welfare) A-32, Sector-62, Institutional Area Noida U.P. 201 309. The envelope containing the application form should be subscribed with "Application for the post of \_\_\_\_\_."
2. **The details of eligibility for each post, i.e., Age limit, Educational Qualification, Experience and other requirement are available on NIB website [www.nib.gov.in](http://www.nib.gov.in).**
3. The post carries usual allowances as admissible to Central Government Employees of corresponding status.
4. The crucial date for determining age limit shall be the closing date for receipt of applications from candidates.
5. The candidates possessing requisite qualification and experience for the post applied for will be required to appear for a written & skill test.
6. The Institute reserves the right to fill up or not to fill up the posts.
7. Attested copies of the caste certificate as per the prescribed format of Govt. of India order shall be attached with the application.
8. Those employed in Central and State Government Autonomous organization and Central & State Public Sectors undertaking/organization should apply through proper channel otherwise their application will not be considered.
9. The prescribed application format is also available & can be downloaded from the website [www.nib.gov.in](http://www.nib.gov.in).
10. The last date for submission of application shall be **02-02-2021**.

**Administrative Officer**

**Note:**

1. **The candidates possessing requisite qualification and experience for the post applied will be required to appear for Written & Skill test.**

Merely possessing of minimum prescribed qualifications etc. will not entitle an applicant to be called for **Written Test / Skill test**.

**2. The Candidate is admitted to the written examination provisionally based on the age criteria and the educational qualifications furnished by him/her in the application.**

**3. The detailed scrutiny of the eligibility of the candidate would be done only at the final stage of the recruitment process. As such, the candidature of the applicant shall remain provision till detailed scrutiny is undertaken and the candidate is found eligible in all respects.**

**4. NIB would be at liberty to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post or if it comes to notice that the candidate has furnished false information.**

**5. No request will be entertained after finalization of the shortlisted candidates. The decision of NIB shall be final in deciding the eligibility of the candidate.**

## APPLICATON FORMAT

**Candidates should fill up application forms in his/her own handwriting. All answer must be given in words and not by dashes and dots. No column should be left blank)**

Space for  
Photograph

1. Name of the Post applied for
2. Name of the applicant in Full (Mr/Ms./Dr)  
(In block Capital letters)
3. Address:
  - a. Present \_\_\_\_\_  
 STD Code\_ \_\_\_\_\_ PhoneNo. \_\_\_\_\_ Mobile \_\_\_\_\_ e.mail  
 ID \_\_\_\_\_
  - b. Permanent \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Nationality \_\_\_\_\_
6. Sex                      Male ( )                      Female ( )
7. Marital Status \_\_\_\_\_
8. Father's/Husband's/Mother's Name \_\_\_\_\_
9. Are you member of SC/ST/OBC ( Yes /No)                      SC( ) ST ( ) OBC ( )  
 Attach certificate in support of your claim issued by the Competent Authority.
10. Educational/Professional Qualification obtained (commencing with Matriculation or equivalent examination) attach attested copies of all certificates.

S N	Exam/ Degree Passed	College / University	Subject Taken	Specialization If any	Year of passing	Class/ Division %age	Remarks

### 11. Professional Training

Name of the Training	Name of the Institute	Year of Passing

### 12. Experience

Name of the Employer/ Organisation	Post Held	From	to	Nature of duties	Scale of pay and last salary drawn

13. Please state clearly in the light of above entries whether you met the requirements of the post (Yes/No)

14. Are you under any contractual obligation to serve the Central/State Government/Public Sector Undertaking/Autonomous Body? If so, please furnish full details.

15. Reference (Please give names and addresses of two persons who are residents of India and holders of responsible position and not relatives to whom a reference can be made regarding the applicant's professional competence, character and work. Where the candidate has been in employment, he/she should give his/her present or most recent employer or immediate superior as a reference or produce a testimonial from him /her).

16. If selected, what notice would you require for joining?

17. Any other information, the applicant may like to add.

**Declaration:**

I hereby declare that the information furnished and entries made in this form and the additional particulars, if any, furnished herewith by me are true to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material information, my appointment shall be liable for termination without notice or compensation.

Date:

Place:

**(Signature of the Applicant)**



No.A.2-71/2020-NIB

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(An Autonomous Institute under the Ministry of Health & Family Welfare)  
Govt. of India

A-32, Sector – 62, Institutional Area Ph-II, NOIDA – 201309 U.P.  
Phone: 0120-2400022/72 Fax: 0120-2403014

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Administrative officer