



जैव संसाधन और स्थायी विकास संस्थान, इम्फाल  
**INSTITUTE OF BIORESOURCES & SUSTAINABLE DEVELOPMENT (IBSD)**  
**DEPARTMENT OF BIOTECHNOLOGY, GOVERNMENT OF INDIA**  
**Takyelpat, Imphal – 795001, Manipur (India)**

**ADVERTISEMENT No. 08/2023**  
**Imphal, the 2<sup>nd</sup> December, 2023**

The Institute of Bioresources and Sustainable Development (IBSD) [An autonomous research institute under Dept. of Biotechnology, Govt. of India}], Takyelpat, Imphal, Manipur invites application for the following post:

Sl No.	Name of Post	No. of post	Pay
1	Sr. Administrative Officer	01	₹ 67,700 - 2,08,700/- (Level-11)

Details of qualification, age, job responsibilities etc., are available at institute's websites <http://www.ibsd.gov.in>. Completed applications strictly in the prescribed format should reach the Director, Institute of Bioresources and Sustainable Development, Takyelpat Institutional Areas, Imphal – 795001, Manipur on or before **2<sup>nd</sup> January, 2024**.

Sd-

Senior Administrative Officer(i/c)  
IBSD, Imphal



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The Institute of Bioresources and Sustainable Development (IBSD) is one of the autonomous institutes under the Department of Biotechnology, Ministry of Science & Technology, Govt. of India. The objective of IBSD is to develop and utilize the rich bioresources of country's Northeastern Region through the application of modern tools of biology and biotechnology. This institute is committed to become a premiere research institute in the region with a state-of-art modern research facility and infrastructure. The institute has its presence in Manipur, Meghalaya, Sikkim and Mizoram. The institute invites applications for the following posts which can be posted anywhere in Manipur, Meghalaya, Sikkim and Mizoram where IBSD has its presence. The details of the positions, qualifications & experience with the job description are as under:

**Post: Senior Administrative Officer (01 position)**

**Pay Matrix : ₹67,700- 208700/- (Level-11)**

**Mode of recruitment:**

**By Deputation:** Graduate in any discipline holding analogous post or lower posts in the pay scale of PB-3; GP; Rs.5400/- (VI<sup>th</sup> CPC) with 5 years' experience and 8 years' experience in Grade Pay Rs.4,800/- (VI<sup>th</sup> CPC).

**OR**

**Direct recruitment:** Graduate preferably with PG Diploma in Personnel Management, Recognized course/ Training/ Training in Secretariat works or passed UPSC examinations of Section Officer/ Stenographer/ Private secretary/ Store Purchase officer in the Grade Pay Rs.4,800/ with eight years' experience.

**Desirable:** Experience in managing autonomous research organization with knowledge in computer applications.

**Job Requirement:** The Senior Administrative Officer is the Member Secretary to the Governing Council, IBSD, and is overall in charge of the administration. The Institute is looking for a dynamic individual to assist the Director in the administration of the Institute fulfilling the statutory requirements of the Institute, and other duties assigned by the authorities.

### **General Conditions:**

1. Applicants should be Indian nationals
2. The maximum age limits for the above posts will be 40 years.  
  
Relaxation of age regarding special categories/sports persons under Govt. of India notifications/guidelines will be applicable.
3. Persons with physical disabilities will have age relaxation up to 5 years.
4. Reservation for SC/ST/OBC/PH, if applicable, will be in accordance with the orders issued by the Govt. of India from time to time.
5. The date for determining the direct recruitment age limit/experience/qualifications shall be the closing date prescribed for receipt of applications.
6. The period of experience in the requisite discipline/area of work wherever prescribed shall be counted with effect from the date of acquiring the prescribed minimum educational qualification for that post.
7. In addition to the usual pay & allowances as admissible vide 7<sup>th</sup> Pay Commission in the above scales, other benefits such as Leave Travel Concession (LTC), medical expenses, house rent allowance, transport allowance etc., shall be provided as per institute's rules.
8. The selected candidates will be governed by the New Pension Scheme (NPS) of Central Government amended from time to time .
9. The appointed candidates shall be considered "On Probation" for a period of two years which may be extended at the discretion of the Competent Authority. Further continuation, if any, will depend on candidate's performance.
10. IBSD shall not be held responsible for any delay in receipt or loss in postal transit of any communication.
11. Govt./Semi-Govt./Autonomous bodies/PSUs employees/Central/State Universities must forward their applications through proper channel or submission of NOC and certificate that there is no vigilance case pending/being contemplated against him/her and that the applicant will be relieved within one month of receipt of the appointment order. However, applicants may send an advance copy of the application along with the requisite fee (wherever applicable) before the last date of receipt of the completed application to this **email id : admin.ibsd@nic.in**.
12. No TA/DA will be paid for attending the interview.

13. The Institute will have the right to cancel/modify the above post.
14. The nature of engagement will be as per Rules applicable to the institute.
15. Applications received after the due date or without the required copies of certificates and application fee or incomplete in any manner will be disqualified.
16. Canvassing in any form will be treated as a disqualification for the post. Merely fulfilling the minimum prescribed qualifications and experience will not vest any right on a candidate for being called for interviews.
17. Only shortlisted candidates will be called for the interview. The Institute will not entertain any correspondence in this respect, and interim enquiry will not be attended too. The selected candidate can be posted anywhere in i.e Manipur, Meghalaya, Sikkim and Mizoram where IBSD has its presence.
18. Selected candidates have to execute a contract agreement with the institute which will be legally binding.

Completed applications strictly in the "FORMAT OF APPLICATION" available in the institute's website <http://ibsd.gov.in/> and a recent passport- size photograph fixed at space shown in the format along with attested copies of all mark sheets, caste certificate, experience certificates, etc. together with a non-refundable fee structure as given in table below, drawn in form of cross Demand Draft/IPO in favour of **Director, Institute of Bioresources and Sustainable Development, Imphal** should reach the **Senior Administrative Officer, Institute of Bioresources and Sustainable Development, Takyelpat Institutional Area, Imphal - 795001, Manipur on or before 2<sup>nd</sup> January, 2024.**

**Application Fee:**

<b>Category</b>	<b>Level 9 and Below</b>	<b>Level 10 and above</b>
Unreserved Candidate	Rs. 200/-	Rs. 500/-
SC/ST/OBC/Women candidates	Rs. 100/-	Rs. 300/-
Unreserved Candidate from abroad with OCI Status	USD \$ 15	USD \$ 30
SC/ST/OBC/Women candidates from abroad with OCI Status	USD \$ 10	USD \$ 20

Sd/-  
Senior Administrative Officer (i/c)  
IBSD, Imphal

## **FORMAT OF APPLICATION**

1. Advertisement No:
2. Post applied for:
3. Name of the applicant (In block letters):
4. Father's/Husband's Name:
5. Date of Birth (DD/MM/YYYY):
6. Age as on the date of application:
7. Postal Address:
8. Pin:                                  E-mail:                                  Tel.:
9. Permanent Address:                                  Telephone:                                  Pin:
10. Nearest Railway Station:
11. Nationality:
12. Marital Status:
13. Whether belong to SC/ST/PH/OBC (If yes attach certificate) :
14. Educational Qualification:

Affix a  
passport size  
photograph

Exam Passed	Board/University	Division	% age	Year of passing	Subjects
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15. Professional training undergone, if any and details thereof
16. Present post (Name of the Employer)
17. (i) Nature of present employment i.e, Adhoc/temporary/quasi or permanent  
(ii) Scale of pay and present pay and other allowance.
18. Total experience (Years/Months)
19. Details of research work/experience, if any:
20. Publication to your credit (a list of research publications should be enclosed)
21. Any other relevant information that you may like to furnish:

### **DECLARATION**

I declare that the above information are true and correct to the best of my knowledge and belief.

Signature of the applicant