



1. NRDC, a Section 8 Company under the Companies Act, 2013 and 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 5000 entrepreneurs/start-ups/institutes/corporate. NRDC with its presence in Start-up ecosystem is establishing and managing number of Business Incubators, providing consultancy support to MHI, MNRE, IOCL, MoMSME, APEDA, Ministry of Commerce and Industry and is also engaging with large number of foreign bodies like USPTO, AARDO, TIRDO, EBTC for enhanced foreign collaboration. Also, NRDC has recently established the facility NETRA (National Establishment for Technology Readiness Assessment) and Design Clinic Facility.

2. NRDC is looking for qualified and enthusiastic person **on contractual basis with an initial tenure of three year**, which is extendable based on annual performance and organizational needs to coordinate its activities as mentioned below: -

3.

Location	Post/Pay & Age	Qualification & Experience
NRDC Headquarters, New Delhi (MHI Project)	Name and numbers of Post: Assistant Manager (02) Consolidated Remuneration: Rs.40,000 p.m. Maximum Age: 35 years	Educational Qualification: Masters in Engineering/ Technology Experience: At least 5 years' experience in R&D / Design, Planning, Erection and Commissioning of Turnkey Projects / Technology Transfer / Industrial operations in Product / Processes and preferably 02 years in a PSU/Govt. Deptt.

4. **Note:**

- The engagement will be purely temporary on contract basis and will be for an initial period of three year, extendable based on annual performance and organizational needs.
- NRDC reserves the right to renew or extend further engagement at its discretion on the basis of performance and need.
- The person engaged on contractual basis shall have to execute a secrecy agreement with the Corporation.

- d) The incumbent engaged on contract will not have any claim, implicit or explicit, for consideration against any regular post in NRDC. However, the incumbent may be considered for regularisation post completion of three years of services, based on his/her performance and solely at the discretion of the Management. An annual increment of upto a max of 10% may be given to contractual employees based on performance.
- e) Contract may be terminated at any time by giving one-month notice by either side.
- f) No TA /DA is payable for attending the interview.

5. General information for all the candidates including Terms & Conditions:-

- a) Age relaxation/concessions to the reserved category candidates/internal candidates shall be as per Govt. of India/NRDC Guidelines. All reserved category candidates shall submit attested copies of the latest Caste Certificate issued by the Competent Authority on the prescribed format and must enclose it with the application form for claiming relaxation/concession.
- b) Candidates employed in Government and Semi-Government Organizations, Defence Forces, Public Sector Undertakings, must apply through proper channel without which their candidature will not be considered. The applicant shall ensure that the application must reach before the closing date.
- c) The short-listed candidates will be required to bring Original Certificates/ Testimonials and a photocopy of each of them at the time of interview.
- d) NRDC 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/recruitment without assigning any reasons thereof.
- e) Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone No. in the application form for easy contact.
- f) 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.
- g) NRDC 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.
- h) No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
- i) The candidate is responsible for the correctness of the information provided in the application.
- j) If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
- k) 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 by NRDC for the purpose.
- l) Though the initial posting will be as mentioned against the post but he/she may be transferred/posted anywhere within or outside the country as the posts are transferrable.
- m) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the NRDC shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
- n) Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
- o) Applicants must not furnish any particulars that are false, tampered or fabricated, or suppress any material/information while submitting the application and self-certified copies/testimonials.

- p) 'Corrigendum' or 'Addendum' or 'Cancellation' to this advertisement, if any, shall be published on the website of NRDC. Therefore, the Applicants are advised to check the website of NRDC regularly.
- q) Canvassing in any form, by or on behalf of any candidate shall *lead to the* disqualification/ *cancellation of candidature*.

6. How to apply :-

Interested candidates must send application in the prescribed format enclosed at **Annexure-I** directly on email at jobs@nrdc.in attached with a copy of all essential & requisite certificates and must also forward a printout of the application with all requisite certificates by post **at NRDC, New Delhi**. The applications may be sent within 21 days of publication of the advertisement to the following address:

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

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3.

Location	Post/Pay & Age	Qualification, Experience & Job role/Duties
NRDC Headquarters, New Delhi	Name and numbers of Post: Multi-Tasking Staff MTS Gr-I (01) Consolidated Remuneration: Rs.22,000 p.m. Maximum Age: 31 years	Educational Qualification: SSE (10th) Experience: 03 years of experience in Private/Public Sector/Govt. Dept. Job role/Duties: (i) House Keeping role in CMD Sectt. (ii) Hospitality arrangements for NRDC guest & officials. (iii) Attending phone calls & visitors to NRDC. (iv) Working on computer (Knowledge of MS office). (v) Maintaining records, files, photocopying and assisting PA to CMD with routine tasks. (vi) Receipt or distribution of files & Dak etc. (vii) Assisting in organizing events, meetings, and conferences. (Viii) Performing any other duties as assigned by the reporting officer from time to time.

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- e) Contract may be terminated at any time by giving one-month notice by either side.
- f) No TA /DA is payable for attending the Skill Test/Personal Interaction.

5. General information for all the candidates including Terms & Conditions: -

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- c) The short-listed candidates will be required to bring Original Certificates/ Testimonials and a photocopy of each of them at the time of Skill Test.
- d) NRDC 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/recruitment without assigning any reasons thereof.
- e) Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone No. in the application form for easy contact.
- f) The invitation to candidates for Skill Test/Personal Interaction 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.
- g) NRDC 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 Skill Test/Personal Interaction.
- h) No correspondence whatsoever will be entertained from candidates regarding reason for not being called for Skill Test/Personal Interaction and outcome of Skill Test/Personal Interaction.
- i) The candidate is responsible for the correctness of the information provided in the application.
- j) If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
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