



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 had recently established the facility NETRA (National Establishment for Technology Readiness Assessment) in collaboration with NIScPR to assess the readiness level of various technologies.

NRDC is looking for qualified and enthusiastic persons on regular and long term contractual basis (03 Years) to coordinate its activities at various locations as mentioned below:-

Regular			
S. No.	Place of posting	Designation, No. of Posts, Consolidated remuneration & Age limit	Qualification & Experience
1.	Outreach Centre, Bhubaneswar	Sr. Manager (01 Unreserved) IDA Pay Scale 70000-200000 Total Emoluments: Rs. 119173 (approx) 42 years	Masters in Science / Engineering / Technology with experience of at least 12 years in R&D / Design, Planning, Erection and Commissioning of Turnkey Projects / Technology Transfer / Industrial operations in Product / Processes and preferably 06 years in a PSU/Govt. Dept. Desirable: MBA (sales/Marketing) or in respective domain
2.	NRDC Headquarters, New Delhi	Manager Finance (01 Unreserved) IDA Pay Scale 60000-180000 Total Emoluments: Rs. 115000 (approx) 40 years	Essential Qualification: Chartered Accountant / CMA Experience: 10 years or more experience in an organization of repute, out of which preferably 04 years experience in PSU/Govt. Dept. Desirable: MBA (Finance)

On Long Term Contractual Basis (03 Years)			
2.	NRDC Headquarters, New Delhi	Assistant Manager (01) Rs.40000 35 years	Masters in Science / Technology / Engineering with MBA (Sales/Marketing) and 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 experience in a PSU/Govt. Dept.
		Assistant Manager (MHI Project) (01) Rs.40000 35 years	Masters in Science / Technology / Engineering with 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 experience in a PSU/Govt. Dept.
		Jr. Assistant Manager (01) Rs.30000 30 years	Bachelors in Science / Technology / Engineering with at least 3 years' experience in R&D / Design, Planning, Erection and Commissioning of Turnkey Projects / Technology Transfer / Industrial operations in Product / Processes and preferably 01 year experience in a PSU/Govt. Dept
		Jr. Assistant Manager – Publication (01) Rs.30000 30 years	Bachelor degree in Journalism/Mass Communication with science background in 12 th standard or Bachelor in Science with Post Graduate Diploma in Journalism/Mass Communication and has good command over English & Hindi Language with at least 3 years' experience in sub-editing (English) & Print Media Field with preferably 01 year experience in a PSU/Govt. Dept
		Assistant (01) Rs.24000 28 years	Science Graduate with computer proficiency and at least 2 years of working experience in Private/Public Sector/Govt. Dept. out of which preferably 01 year in Govt./PSU.
3.	Outreach Centre, Bhubaneswar	Assistant Manager (01) Rs.40000 35 years	Masters in Science / Technology / Engineering with MBA (Sales/Marketing) and 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. Dept.
4.	Outreach Centre, Visakhapatnam	Jr. Assistant Manager (01) Rs.30000 30 years	Bachelors in Science / Technology / Engineering with at least 3 years' experience in R&D / Design, Planning, Erection and Commissioning of Turnkey Projects / Technology Transfer / Industrial operations in Product / Processes and preferably 01 years in a PSU/Govt. Dept

Note (For Regular):

- The selected candidate will be placed on Probation period of one year as per rules of the Corporation. Other benefits/perks will be as per Corporation's rules.

- The outstation candidates attending the interview for regular post of Senior Manager and Manager (Finance) will be reimbursed 2 Tier & 3 Tier AC Rail Fare by the shortest route respectively as per NRDC rules on production of ticket.

Note (For Contractual):

- The engagement will be purely temporary on contract basis and will be for an initial period of three years.
- Higher remuneration could be considered for deserving candidates.
- The Corporation 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.
- The incumbent engaged on contract will not have any claim, implicit or explicit, for consideration against any regular post in the Corporation. However, the incumbent may be considered for regularisation post completion of contractual period, 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.
- Contract may be terminated at any time by giving one-month notice by either side.
- No TA /DA is payable for attending the interview.

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

- Age relaxation/concessions to the reserved category candidates shall be as per Govt. of India 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.
- 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.
- The short-listed candidates will be required to bring Original Certificates/ Testimonials and a photocopy of each of them at the time of interview.
- The Corporation 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.
- Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone No. in the application form for easy contact.
- 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.
- The Corporation 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.
- No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
- The candidate is responsible for the correctness of the information provided in the application.
- 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

- 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.
- 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.
- 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.
- Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
- 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.
- 'Corrigendum' or 'Addendum' or 'Cancellation' to this advertisement, if any, shall be published only on the website of NRDC and will not be published in the newspapers. Therefore, the Applicants are advised to check the website of NRDC regularly.
- Canvassing in any form, by or on behalf of any candidate shall *lead to the disqualification/ cancellation of candidature.*

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 by post along with **an application fee only for the posts of Senior Manager and Manager (F) of Rs.590/- (Rupees Five Hundred and Ninety only inclusive of 18% GST) by way of DD in favour of NRDC payable at NRDC, New Delhi.** No fee for SC/ST/PwD/ESM & no fee for contractual posts. 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.



Annexure-I (For Technical Posts)
NATIONAL RESEARCH DEVELOPMENT CORPORATION

20-22, Zamroodpur Community Centre,
 Kailash Colony Extension,
 NEW DELHI-110048.

Brief Bio-Data

(To be filled and submitted along with the application)

Please attach
 passport size
 photograph

Post Applied for: _____

- 1 Name (in Block Letters) :
- 2 (a) Communication Address :
 (In Block Letters)
 Phone/Mobile No.
- (b) Permanent Address :
 (In Block Letters)
 Phone/Mobile No.
- (c) Email ID :
3. Father's name :
4. Date of Birth :
 (As per Matriculation Certificate)
- 5 Marital status Married / Single :
6. Religion :
- 7 Whether Reservation Category Belongs to : YES/NO
8. If Yes, (Tick the appropriate) : SC/ST/OBC/XSM/PH/EWS/GENERAL

9. Educational Qualifications :

Examinations passed (Enclose Marks Cards / Certificates)	Percentage of Marks	Year of passing	Board/Institute	Remarks
Secondary (10 th) or its equivalent				
Sr. Secondary (12 th) or its equivalent				
Bachelor's Degree, (please specify)_____				
Master's Degree, (please specify)_____				
Others viz. M.Phil Ph.D etc., (please specify)_____				

Diploma/P.G. Diploma				
1.				
2.				
3.				
4.				
5.				

10. Professional Qualifications/Trainings, if any :

Qualifications	Grade/ Percentage of Marks	Year of passing	Examining Body/University	Remarks

11. Experience:
(Starting from current position in descending order)

Name of Organization	Designation/ Post with pay scale/Salary drawn	Period of experience	Brief detail of assignments
	Design.:	From:	
	Pay Scale:	To:	
	Salary Drawn:	Years:	
	Design.:	From:	
	Pay Scale:	To:	
	Salary Drawn:	Years:	
	Design.:	From:	
	Pay Scale:	To:	
	Salary Drawn:	Years:	
	Design.:	From:	
	Pay Scale:	To:	
	Salary Drawn:	Years:	

12. Research Experience/Industry/
Professional experience:
International/National

13. No. of Publications, if any

14. No. of Seminars/ Conferences
attended & brief details thereof

15. Award and Prizes (if any)

16. Extra curricular activities

17. Source from where you came to know : Employment News/Other daily
about this advertisement. Newspapers/Social Media
Platform/NRDC Website/Others (Please
Specify_____)

18. Name of two references:-

1.Name_____

Designation_____

Address_____

Phone No._____

2.Name_____

Designation_____

Address_____

Phone No._____

Signature of the candidate

Place:

Date:

Annexure-II (For Non- Technical posts)

NATIONAL RESEARCH DEVELOPMENT CORPORATION

20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
NEW DELHI-110048.

Brief Bio-Data

(To be filled and submitted along with the application)

Please attach
passport size
photograph

Post Applied for: _____ Discipline : _____

1 Name (in Block Letters) : Dr./Mr./Mrs/Miss _____

2 (a) Communication Address :
(In Block Letters)

(b) Permanent Address :
(In Block Letters)

- i) Phone No.
- ii) Mobile No.
- iii) Email ID

3. Father/Husband's name :

4. Date of Birth :
(As per Matriculation Certificate/Aadhar Card)

5 Gender : Male/Female :

6 Marital status : Married / Single :

7. Religion :

8 Whether Reservation Category Belongs to : SC/ST/OBC/EWS/XSM/PH/GENERAL
(If yes, please attach certificate)

9. Educational Qualifications :

Examinations passed (Enclose Marks Cards / Certificates)	Discipline/Name of qualification	Percentage of Marks	Year of passing	Examining Body/University	Remarks, if any
Secondary (10 th) or its equivalent					
Sr. Secondary (12 th) or its equivalent					

Bachelor's Degree					
Master's Degree					
Others viz. M.Phil Ph.D etc.					
Diploma/P.G. Diploma 1. 2. 3. 4. 5.					

10. Professional Qualifications/Trainings, if any :

Qualifications	Grade/ Percentage of Marks	Year of passing	Examining Body/University	Remarks

11. Experience:

(Starting from current position in descending order)

(Please attach separate sheet if the space is insufficient)

Name of Organization	Designation/Post with pay scale/Salary Drawn	Period	Brief detail of assignments
	Design.:	From	
	Pay Scale:	To	
	Salary Drawn	Yrs.	
	Design.:	From	
	Pay Scale:	To	
	Salary Drawn	Yrs.	
	Design.:	From	
	Pay Scale:	To	
	Salary Drawn	Yrs.	
	Design.:	From	
	Pay Scale:	To	
	Salary Drawn	Yrs.	

12. Award and Prizes (if any)

13. Extra curricular activities

14. Source from where you came to know :
about this advertisement.

Employment News/Other daily Newspapers/
Social Media Platform/NRDC Website/Others

15. Name of two references:-

1.Name_____

Designation_____

Address_____

Phone No._____

2.Name_____

Designation_____

Address_____

Phone No._____

Place:

Date:

Signature of the candidate