



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 had recently established the facility NETRA (National Establishment for Technology Readiness Assessment) and Design Clinic Facility.
2. 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:-

3.

Regular			
S. No.	Place of posting	Designation, No. of Posts, Consolidated remuneration & Age limit	Qualification & Experience
a)	NRDC Headquarters, New Delhi	Manager (01 Unreserved) IDA Pay Scale 60000- 180000 Total Emoluments: Rs. 117000 (approx)p.m. 40 year	Masters in Science / Engineering / Technology with experience of at least 10 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

On Long Term Contractual Basis (03 Years)			
b)	NRDC Outreach Centre, Pune	Assistant Manager (01) Rs.40000 p.m. 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.
c)	NRDC Outreach Centre, Bhubaneswar	Assistant Manager (01) Rs.40000 p.m. 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.
d)	NRDC Outreach Centre, Guwahati	Sr. Tech. Assistant - (01) Rs.25000 p.m. 26 years	Bachelors in Science / Technology / Engineering Candidates having some working experience in R&D / Design, Planning, Erection and Commissioning of Turnkey Projects / Technology Transfer / Industrial operations in Product / Processes will be preferred.
e)	NRDC Outreach Centre, Bhubaneswar	MTS Grade-I (01) Rs.22000 p.m. 31 years	SSE (10th) and 1 years of experience in Private / Public Sector / Govt. Dept. Candidates having some working experience in Private / Public Sector / Govt. Dept. with Valid Driving License will be preferred

4. Note (For Regular):

- a) 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 NRDC rules.
- b) The outstation candidates attending the interview for regular post of Manager will be reimbursed second AC Rail Fare by the shortest route as per

NRDC rules on production of ticket.

5. Note (For Contractual):

- a) The engagement will be purely temporary on contract basis and will be for an initial period of three years to be renewed annually based on performance.
- b) Higher remuneration could be considered for deserving candidates.
- c) NRDC reserves the right to renew or extend further engagement at its discretion on the basis of performance and need.
- d) The person engaged on contractual basis shall have to execute a secrecy agreement with the Corporation.
- e) 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 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.
- f) Contract may be terminated at any time by giving one-month notice by either side.
- g) No TA /DA is payable for attending the interview.

6. 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*.

7. 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 along with **an application fee only for the post of Manager 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)

Post Applied for: _____

Please attach
 passport size
 photograph

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.				
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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-I (For Skilled 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)

Post Applied for: _____

Please attach
passport size
photograph

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)

6. Religion

SC/ST/O

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				
ITI Diploma in Trade				
Any other Diploma, if having				

10. Experience:

(Starting from current position in descending order)

Name of Organization	Designation/ Post	Period From To	Salary Drawn	Brief detail of assignments

11. Name of two references:-

1. Name _____

Designation _____

Address _____

Phone No. _____

2. Name _____

Designation _____

Address _____

Phone No. _____

Signature of the candidate

Place:

Date: