राष्ट्रीय कृषि–खाद्य एवं जैवविनिर्माण संस्थान

NATIONAL AGRI-FOOD AND BIOMANUFACTURING INSTITUTE

(Formerly National Agri-Food Biotechnology Institute &

Center of Innovative & Applied Bioprocessing)

(Deptt. of Biotechnology, Ministry of Science & Technology, Govt. Of India)

Knowledge City, Sector-81, Mohali

RECRUITMENT OF THE ADMINISTRATIVE AND TECHNICAL STAFF
DIRECT RECRUITMENT BASIS
[Advt. No. NABI/ADMIN/1/(001)/2026-02/Rectt.]

BRIC-National Agri-Food and Biomanufacturing Institute (formerly National Agri-Food Biotechnology Institute & Center of Innovative and Applied Bioprocessing) is an autonomous Institute under the Department of Biotechnology, Government of India. This futuristic innovation institute of its own kind in the country has a mission of advancing knowledge, leads and emerging technologies/processes relevant to Agri-food & Biomanufacturing sector towards applications and products.

BRIC-NABI invites applications from the Indian Citizens for filling up the administrative and technical positions on direct recruitment basis, as per details provided below:

ADMINISTRATIVE & TECHNICAL POSITIONS

Sr. No			
1.	a)	Post	**Sr. Private Secretary**
	b)	Pay level as per 7th CPC	Level-8 (₹ 47,600 - ₹ 1,51,100)
	c)	Post Code	268001
	d)	**Age limit**	Not exceeding 35 years
	e)	Number of Posts and Category	01 (UR)
	f)	Educational and other Qualification	**Essential** Graduate degree with MBA in any discipline from a recognized Institute/University and minimum six years of experience in Level 6 & above or equivalent and having regular service experience in Office Management /Administration /Secretarial work/ Good speed in English /Hindi shorthand and typing with good communication skills and having worked in Central Government/State Governments / Universities / Public Sector Undertakings/ Government funded research organizations / Institutions in Level 6/7 for 06 years. **Desirable: -** Knowledge of modern management practices, computer application/management information system. Working knowledge of stenography, drafting, noting and record keeping management.
	g)	Job Description	The Sr. Private Secretary will be responsible for complete secretarial work of Executive Director (ED) such as managing appointments for meeting and schedules, liaisoning with Central/State Ministries/Deptt/Organizations arrangement of meetings, preparing tour programmes, and other scheduled/confidential events viz like visit of Diginitaries and record minutes of meeting, maintenance of records, files, appointments, maintenance of performance records of staff, handling confidential documents, preparation of brief of cases put up to ED etc. In addition to the above duties, any other roles and responsibilities may be assigned from time to time by the Competent Authority.

	h)	Period of Probation	The appointed candidate shall be considered 'on probation' for a period of two years, which may be confirmed or extended at the discretion of the Competent Authority
	i)	Selection Process	Written test and/or skill test and/ or interview and any other additional procedure adopted by the Screening/Selection committee
2.	a)	Post	**Assistant Engineer (Civil)**
	b)	Pay level as per 7th CPC	Level-7 (₹ 44,900 - ₹ 1,42,400)
	c)	Post Code	268002
	d)	**Age limit**	Not exceeding 30 years
	e)	Number of Posts and Category	01 (OBC)
	f)	Educational and other Qualification	**Essential** B.Tech / BE (Civil) / AMIE degree in Civil Engineering with 03 years' experience related to civil works, campus infrastructure planning and maintenance in Central Government/State Governments/ Universities/Public Sector Undertakings/ Central and State Government Autonomous bodies or Institutions in Level 7/6 or equivalent.
	g)	Job Description	The Assistant Engineer will be responsible for preparation of project estimates, design, tender documents related to civil works. Operation & Maintenance of civil & public health related works, Estate works, STP, ETP etc. national construction practices including CPWD, NBC codes. Knowledge of Auto CAD, Liaisioning with other Govt departments like pollution control board, Urban Development Authority etc. In addition to the above duties, any other roles and responsibilities may be assigned from time to time by the Competent Authority.
	h)	Period of Probation	The appointed candidate shall be considered 'on probation' for a period of two years, which may be confirmed or extended at the discretion of the Competent Authority
	i)	Selection Process	Written Test and Or Skill Test
3.	a)	Post	**Assistant Engineer (Electrical)**
	b)	Pay level as per 7th CPC	Level-7 (₹ 44,900 - ₹ 1,42,400)
	c)	Post Code	268003
	d)	**Age limit**	Not exceeding 30 years
	e)	Number of Posts and Category	01 (UR)
	f)	Educational and other Qualification	**Essential**

			B.Tech / BE (Electrical) / AMIE degree in Electrical/ Engineering with 03 years' experience related to electrical works, campus infrastructure planning and maintenance in Central Government/State Governments/ Universities/Public Sector Undertakings/ Central and State Government Autonomous bodies or Institutions in Level 7/6 or equivalent.
	g)	Job Description	The Assistant Engineer will be responsible for preparation of project estimates, design, tender documents related to electrical works. Operation & Maintenance of Electrical items, HVAC items, all other Electrical related works. etc. national construction practices including CPWD, NBC codes. Knowledge of Auto CAD, Liaisioning with other Govt Departments like pollution control board, Urban Development Authority etc. In addition to the above duties, any other roles and responsibilities may be assigned from time to time by the Competent Authority.
	h)	Period of Probation	The appointed candidate shall be considered 'on probation' for a period of two years, which may be confirmed or extended at the discretion of the Competent Authority
	i)	Selection Process	Written Test and Or Skill Test
4.	a)	Post	**Senior Technical Assistant**
	b)	Pay level as per 7th CPC	Level-6 (₹ 35,400 - ₹ 1,12,400)
	c)	Post Code	268004
	d)	**Age limit**	Not exceeding 30 years
	e)	Number of Posts and Category	02 (UR)
	f)	Educational and other Qualification	**Essential** BVSc/ B Tech / MSc / B Pharma in Biotechnology/ Food and Nutritional Sciences/ Technology/ Instrumentation/ Agricultural Biotechnology OR equivalent qualification with 02 years of relevant experience.
	g)	Job Description	The Senior Technical Assistant will be responsible for running and maintaining of

			NGS Platforms, Microscopy platforms etc. This position requires strong team working skills. All duties and responsibilities will be performed according to laboratory guidelines and procedures and any other work assigned by the competent authority from time to time In addition to the above duties, any other roles and responsibilities may be assigned from time to time by the Competent Authority.
	h)	Period of Probation	The appointed candidate shall be considered 'on probation' for a period of two years, which may be confirmed or extended at the discretion of the Competent Authority
	i)	Selection Process	Written Test and Or Skill Test
5.	a)	**Post**	**Senior Technical Assistant**
	b)	Pay level as per 7th CPC	Level-6 (₹ 35,400 - ₹ 1,12,400)
	c)	Post Code	268005
	d)	**Age limit**	Not exceeding 30 years
	e)	Number of Posts and Category	01 (ST)
	f)	Educational and other Qualification	**Essential** BVSc/ B Tech / MSc / B Pharma in Biotechnology/ Food and Nutritional Sciences/ Technology/ Instrumentation/ Agricultural Biotechnology OR equivalent qualification with 02 years of relevant experience.
	g)	Job Description	The Senior Technical Assistant will be responsible for performing various farm related operations, field experiments and plant breeding with strict adherence to regulatory requirements. crop management, research farm operation. In addition to the above duties, any other roles and responsibilities may be assigned from time to time by the Competent Authority.
	h)	Period of Probation	The appointed candidate shall be considered 'on probation' for a period of two years, which may be confirmed or extended at the discretion of the Competent Authority
	i)	Selection Process	Written Test and Or Skill Test

*Age relaxation shall be as per the Government of India (GOI) norms.

Application Fee:-

The application fee will be received online through 'SBI Collect'. Kindly click on the payment link for online fee deposit at BRIC-NABI website. Kindly print out the payment receipt (with the successful transaction only) and upload the same in the online application form.

Sr. No	Post	Post Code	Category	Application Fee	Application Fee for Women Candidates
1.	Sr. Private Secretary	268001	UR	₹ 236*	₹ 118*
2.	Assistant Engineer (Civil)	268002	OBC	₹ 118*	₹ 118*
3.	Assistant Engineer (Electrical)	268003	UR	₹ 236*	₹ 118*
4.	Senior Technical Assistant	268004	UR	₹ 236*	₹ 118*
5.	Senior Technical Assistant	268005	ST	₹ 118*	₹ 118*

Fee non-refundable. *Including GST.

Sr. No	General Terms and Conditions
1.	The qualification prescribed should have been obtained from recognized Universities / Institutions.
2.	The date for determining the age limit/ experience/qualification shall be 30 days from the date of publication of advertisement in Employment News.
3.	**Screening cum Selection Process: -** Applications received ONLY through the **ONLINE MODE** in the prescribed format will be considered. Incomplete applications will be summarily rejected. The consideration of qualifications as 'equivalent' to the essential and/or desirable qualifications stated above shall be the sole discretion of the Screening/Selection Committee. Please note that the prescribed essential qualifications are minimum, and the mere possession of the same does not entitle any candidate to be called for the written test / skill test / interview (if applicable). Merit-based shortlisting of the candidates will be carried out by the screening committee (on a well-defined criteria including excellent academic credentials/experience in the relevant areas). However, the institute will have the discretion to fix qualifying marks for the Written Test / Skill test /interview (wherever applicable).

	Based on the outcome of the interview, a reserve panel, **in the order of merit,** may also be prepared.
4.	Application once made will not be allowed to be withdrawn, and the fee once paid will not be refunded on any count, nor it can be held in reserve for any other recruitment or selection process.
5.	BRIC-NABI reserves the right to fill or not to fill any positions (s).
6.	Only one application will be entertained from each candidate for each postcode. In case a candidate submits multiple online applications for a single postcode with different registration numbers and/or with different email IDs, only the latest completed application will be considered.
7.	The period of experience shall be counted after the date of acquiring the minimum essential qualifications prescribed for that post.
8.	In case of universities/ institutes awarding CGPA/SGPA/OGPA grades etc the candidates are required to convert the same into percentage based on the formula as per their university/institute rules.
9.	The period of experience rendered by a candidate on a part-time basis, daily wages,visiting / guest faculty/Intern/training will not be counted while calculating the valid experience for short-listing the candidates for written/skill test/ interview (wherever applicable).
10.	In respect of equivalence clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, from the concerned Govt. Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
11.	The institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
12.	The upper age limit is relaxable for OBC (3 years for OBC-Non Creamy Layer) and other categories such as PwD, Ex-servicemen, if any, as per Govt. of India norms. Candidates belonging to the reserved category / EWS/Other categories must upload the relevant valid certificate issued by the competent authority along with the application. No age relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies (General Category).
13.	The upper age limit is relaxable for ST (5 years) and other categories such as PwD, Ex-servicemen, if any, as per Govt. of India norms. No age relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies (General / UR Category).
14.	Upper age limit shall not be applicable for existing employees of the institute or any employee of the Department of Biotechnology.
15.	In addition to the usual pay & allowances as admissible vide 7th Pay Commission in the above scales, other benefits, such as Leave Travel Concession (LTC), medical expenses, house rent allowance, transport allowance, dearness allowance etc. as admissible to Central Government employees and as made applicable to BRIC-NABI.

16.	The selected candidates will be governed by the National Pension System (NPS) of Central Government amended from time to time.
17.	BRIC-NABI employees are also eligible for accommodation of their entitled type, depending on the availability, in which case HRA will not be admissible.
18.	Candidate may choose to apply for more than one post by submitting a separate application for each Position.
19.	Employees of Government/Semi-Government/Autonomous Bodies/PSUs/ Central/ State Universities must apply through the proper channel or submit a No Objection Certificate (NOC) along with the application to Manager (Administration), BRIC–NABI, Knowledge City, Sector-81, Mohali. However, an advance copy of the application must be submitted online within the prescribed deadline.
20.	The selected candidate will be not be permitted to apply for appointment elsewhere during the probation period.
21.	Any matter not specifically stated in the advt. shall be determined by the Executive Director, BRIC-NABI, Mohali and his decision shall be final and binding.
22.	Any discrepancy found between the information given in the application and as evident in the original documents will make the candidate ineligible for the post.
23.	All applications must be supported by self-attested certificates, including photograph, address, telephone, e-mail, qualifications, experience, the status of reservation etc.
24.	No TA /DA shall be admissible to the candidates for attending the Written Test, Skill Test, or Interview.
25.	Candidates are advised to satisfy themselves before applying that they possess atleast the essential qualifications laid down for various posts as on the last date of submission of the online applications. No enquiry asking for advice as to eligibility will be entertained
26.	Interim enquiries would not be entertained at any time. Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidate. The decision of BRIC-NABI in all matters relating to eligibility, acceptance or rejection of the application, mode of selection and conduct of interviews will be final and binding on the candidates.
27.	Applications will be accepted online only. All communications will be made via the email ID provided in the online application and the BRIC–NABI website.
28.	It may be noted that corrigendum, if any, related to any modifications to the advertisement will be notified in BRIC-NABI website only
29.	For any legal dispute, the courts of law at the Honourable High court of Punjab and Haryana, Chandigarh will have the jurisdiction.

How to apply: -

The eligible candidates shall apply through online, and the link will be available on the date of the publication of advertisement in the Employment News and also upload the supporting documents as per the given format. Applications received in any mode other than online will not be accepted.

The last date of receipt of the online application is 01.06.2026 (1700 hrs IST).

Before filling out the online application form, please keep the following Scanned Documents:

(It is suggested to scan documents from your originals)

Sr. No.	***Documents***
1.	Photograph
2.	Signature
3.	Proof of Date of Birth
4.	Educational qualifications certificates
5.	Experience certificates
6.	Category certificate (Wherever Applicable)
7.	Curriculum Vitae
8.	Any other information

In case of any technical assistance is required with regard to the submission of the application, the candidate may contact the ICT team through techasstnabi@gmail.com or call +91-1725221193/164/163

Amendments/Corrigendum in the advertisement, if any shall be available on the BRIC-NABI website. Before applying, candidates may refer to the BRIC-NABI website.

To know more about 'BRIC-National Agri-Food and Biomanufacturing Institute' kindly visit our website www.nabi.res.in.

MANAGER - ADMINISTRATION

Note: Before applying, please refer to the critical dates.