



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 contractual basis as detailed below:-

No. of vacancies, Reservation, Pay Scale and Age Limit, Place of posting etc.	Qualifications & Experience	Nature of Job
<p>Manager (Finance), Regular (UR – One) (Rs. 60000-180000) Total Pay = Rs.1,14,000/- (Approx) Age Limit : 40 years on the closing date Place of posting: New Delhi</p>	<p>Essential Qualification: Chartered Accountant / CMA</p> <p>Experience: 10 years or more experience in an organization of repute, out of which preferably four years experience in PSU/Govt. Sector in the immediate lower grade in CPSE/PSU</p> <p>Desirable: MBA (Finance)</p>	<ul style="list-style-type: none"> • Budgeting, Financial Management, Appraisal & Financial Evaluation of projects, Monitoring of assets and liabilities, Vetting of contracts for procurement of goods and service form financial view. • To manage and account for funds received from Administrative Ministry for running promotional programmes and their accounting through PFMS. • Ensuring observance of GFRs, GST and rules & regulations, efficient and effective management of the company's finance and compliance with statutory requirements. • To Head the Finance & Accounts Division by supervising and superintending personnel working in the Division. • To make available accurate and timely

		<p>financial information through MIS about the company's financial status and preparing quarterly Financial Statement for consideration of CMD.</p> <ul style="list-style-type: none"> • Produce all necessary statements and reports to enable the accurate measurement of fund flow, cash flow, profit and loss, stock and debtors etc. • To monitor & ensure compliance of statutory requirements and Accounting Standards. • Work relating to transfer of past funds of CPF Trust to EPFO, coordination with EPFO as Authorised Personnel. • Liaison with Internal, Statutory Auditors, DSIR, DPE etc. and ensure compliance of provision of applicable taxation laws and e-filling of all the statutory Returns/Forms etc. • To represent in various Committees; internal and external as a finance expert.
<p>Consultant (Engineers for MHI project) - Two Contractual basis</p> <p>Rs.50,000/-</p> <p>Age Limit : 35 years on closing date</p>	<p><u>EQ & Experience</u> M.Tech in Mechanical/ Metallurgy/Mechatronics/ Electronics & Communication from a recognized university with <u>5 years</u>' post qualification experience in Research/ Industry/ Technology Transfer in a reputed manufacturing company in the relevant stream from a reputed university/institute out of which 2 years preferably in PSUs/Govt. Sector.</p>	<ul style="list-style-type: none"> • Preparation of Feasibility Reports, Proforma Invoices and Marketing kits etc. • Preparation of PTNs etc. • Transfer of Technology and Marketing • Assisting in development and formulation of marketing strategy • Assisting in Erection and Commissioning of Turnkey Projects • Assisting in development of Basic Engineering Design Package • Export of Technologies and setting up of Technology Demonstration and Entrepreneurship Park • Liaison with Research Labs/Institutes for assignment of new technologies • Evaluation of processes and upgradation of

		<p>new technologies / project implementing OS and industry partners under the scheme.</p> <ul style="list-style-type: none">• Evaluation of process and upgradation of new technologies assigned to the company.• Design and Consultancy• Timely updation of monitoring portal/ website for MHI CG Scheme.• Any other work assigned by NRDC
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General information for all the candidates including Terms & Conditions :-

- Age relaxation/concessions etc. to SC/ST/OBC/EWS/PWD/XSM and widowed/divorced women etc. as per Govt. of India Guidelines. Necessary certificate must be enclosed with the application form for claiming relaxation/concession.
- All reserved category candidates shall submit attested copies of the latest Caste Certificate issued by the Competent Authority on the prescribed format.
- Candidates employed in Government and Semi-Government Organizations, Defence Forces, Public Sector Undertakings/CPSCs must apply through proper channel without which their candidature shall 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 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 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 the 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 or false, the candidature/appointment is liable to be cancelled/ terminated.
- The outstation candidates attending the interview for regular post of Manager(F) will be reimbursed 3 Tier AC Rail Fare by the shortest route as per NRDC rules on production of ticket.
- No TA/DA for Contractual post will be provided.
- The selected candidates have to join the duty within one month of receipt of the offer letter along with medical fitness certificate from a 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 post is transferrable.
- 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 post of Manager (Finance) of Rs.500/- by way of DD in favour of NRDC payable at NRDC, New Delhi (No fee for SC/ST/PwD/ESM & no fee for contractual post) within 15 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.

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.	
	Design.:	From	
	Pay Scale:	To	
	Salary Drawn	Yrs.	

12. Award and Prizes (if any)

13. Extra curricular activities

14. Name of two references: -

a) Name _____
 Designation _____
 Address _____
 Phone No. _____

b) Name _____
 Designation _____
 Address _____
 Phone No. _____

15. From where did you get to know about this advertisement:

Newspapers/Employment news/NRDC Website/Social Media Platforms/Others (Please specify)

Signature of the candidate

Place:

Date: