



BRIC-National Institute of Plant Genome Research
Aruna Asaf Ali Marg, P.O. Box No. 10531, New Delhi-110067

Date: 05/02/2026

Applications are invited from suitable candidates for filling up the purely temporary position of one Finance cum Administrative Officer in the DBT Project -National Certification System for Tissue Culture Raised Plants (NCS-TCP) under the supervision of Dr. Ashutosh Pandey, Scientist, NIPGR.

Finance cum Administrative Officer (one post): Emoluments Rs. 67000 + 27% HRA per month with increment of 5% after every two years (subject to satisfactory performance).

Qualification: Candidates having Graduate Degree preferably with PG Diploma in Personnel Management/M. Com/MBA (finance) or equivalent from a recognized University/ Institutions along with three years of experience in the areas of Administration & Establishment Work, Budget and Accounts in a Govt. Office or a Public Body or an organization of repute. Candidates having prior work experience of work in an R&D Organizations/Teaching Institute will be given preference. Knowledge of Computer Application/Management information System is desirable. The upper age limit for the above post is 40 years.

The above position is completely temporarily and co-terminus with the project. The fellowship/emolument amount for the above positions is as sanctioned in the project and as per DBT/DST norms. The appointment will be till the tenability of the project i.e. up to October 20, 2026 and tenure of the post can be curtailed based on the assessment of the candidate's performance and as per the discretion of the Competent Authority. NIPGR reserves the right to select the candidate against the above post depending on the qualification and experience of the candidate. Reservation of posts shall be as per Govt. of India norms. The appointment may be terminated at any time by giving one month notice by either side. The applicants will have no claim implicit or explicit for consideration against any regular position of NIPGR.

Candidates need to apply by filling up the necessary information in the given format from the date of advertisement and upload scanned copies of all the certificates/marksheets (from Xth standard onwards) of educational qualification and experience in single PDF with the application and send the complete application on e-mail ncs-tcp@nipgr.ac.in. Candidates applying with incomplete information will not be considered for an interview. Additionally, the candidate must use exactly the same name in the form as it is in the Certificate and application. Only Shortlisted candidates will be called for an interview. The date and time of the interview will be e-mailed to the shortlisted candidates only. The candidates must ascertain their eligibility before applying, as ineligible candidates will not be interviewed. Canvassing in any form or bringing influence, political or otherwise, will lead to the disqualification of the candidate(s). The last date of application is February 20, 2026.

Note: ONLY soft copy of the application in the prescribed format will be accepted. For any clarification candidates may contact the Scientist in charge through email only. No TA/DA will be paid for attending the interview.

Dr. Ashutosh Pandey

Scientist

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