

NATIONAL RESEARCH DEVELOPMENT CORPORATION (NRDC)

(An Enterprise of DSIR, Ministry of Science & Technology, Government of India)
20-22, Zamroodpur Community Centre, Kailash Colony Extn. New Delhi-110048
Tel: 011-29240401-07, 29241212 Fax: 011-29240409-10
Website: www.nrdcindia.com; email: jobs@nrdc.in

Walk in Interview on 05th and 06th November, 2016

NRDC 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 4800 entrepreneurs/startups/institutes/corporates. NRDC proposes to strengthen its operations by engaging the following :-

1. Trainees

Technology Transfer Professionals – 15 Nos.

Essential Qualifications & Experience : B.E/B.Tech/M.Sc (in Chemical, Mechanical, Civil, Electrical & Electronics, Material Science or Metallurgy, Agro & Food processing, Bio-technology) with minimum one year experience in R&D or industry.

Desirable : M.E / M.Tech/Ph.D./MBA with more than 1 year experience in R&D or industry.

No. of Vacancies :

Chemical - 3 Nos., Mechanical – 2 Nos. , Civil – 1 No., Electrical – 1 No., Electronis – 2 Nos., Material Science or Metallurgy – 1 No. , Agriculture – 2 Nos., Food processing – 1 No., Bio-technology – 2 Nos.

Location: Delhi / Bengaluru / Visakhapatnam

Age: 30 Yrs **Remuneration (Rs.):** 25000-30000/- (PM)

Nature of job

Work relating to transfer of Technology for commercial exploitation consisting of sourcing and evaluation of technologies, interacting with R&D institutions/universities, etc., preparation of market research and survey reports, techno-economic feasibility reports, project reports, Detailed Project Reports, Basic Engineering Package, Monitoring of R&D projects, marketing of technologies, Patent search, preparation of project proposals, and undertaking the various promotional work undertaken by the Corporation in cluster development, rural technologies, dissemination of information on technologies like exhibitions, carrying out industry interaction meets, workshops etc.

Secretarial / Corporate Affairs Professional – 1 (One)

Essential Qualifications & Experience : B.Com / M.Com with CS (Inter/Executive) with minimum experience of one year.

Location: Delhi

Age: 30 Yrs **Remuneration (Rs.):** 15000-20000/- (PM)

Nature of job

Assisting the Company Secretary in preparation of Board Agenda notes, minutes, assisting in filing of statutory returns, liaison with ROC, MCA etc. Assisting in conducting/convening Board Meetings/AGM etc. and upkeep of statutory books/registers.

2. Coordinator for Intellectual Property Facilitation Centre (IPFC)

Essential Qualifications & Experience : BE/BTech/M.Sc with 5 years experience in IPR protection/Management and Technology Transfer.

Desirable: MBA/Ph.D/Post Graduate Diploma in IPRs with relevant experience

No. of Vacancies : 01 Nos

Location: Visakhapatnam

Age: Not less than 35 yrs **Remuneration (Rs.):** 50000-60000/- (PM)

Nature of job

Conducting preliminary Patentability, trademark , design search on online & offline databases. Documentation & preparation of IPR Case Studies. Organization of IPR awareness/training programmes for MSMEs undertaking IPR Consultancy Projects. Co-ordination and follow ups with inventors and industrial associations, facilitation of IP & Technology Commercialization, Business development and interacting with R&D institutions, universities for identifying the IP and commercializing the IP/Know-how to MSMEs.

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3. Office Manager for Intellectual Property Facilitation Centre (IPFC)

Essential Qualifications & Experience : Graduate with 3 years experience in office administration
Desirable: Master Degree in Personnel & Administration/MBA (HRD) and experience in Govt. Sector.

No. of Vacancies : 01 No.

Location: Vishakhapatnam

Age: Not less than 35 yrs **Remuneration (Rs.):** 25000-30000/- (PM)

Nature of job

General Administration, upkeep of files & records, maintenance of office equipment, correspondene with MSME, NRDC, R&D Institutions/Universities and other Govt. / Pvt. Offices and attend the visitors etc. Excellent hands on experience in MS-office is essential.

Terms & Conditions:-

1. The engagement will be purely temporary on contract basis initially for one/two year.
2. The Corporation reserves the right to renew or extend further engagement at its discretion on the basis of performance and need.
3. The persons engaged on contractual basis shall have to execute Secrecy agreement with the Corporation.
4. The incumbent engaged on contract will not have any claim, implicit or explicit, for consideration against any regular post in the Corporation.
5. Contract may be terminated at any time by giving one-month notice by either side.
6. The Corporation reserves right to amend/alter/change/modify any or all of the conditions if necessary or cancel the advertisement without assigning any reason thereof.
7. Outstation candidates appearing in the interview will be reimbursed 3 Tier Sleeper/Bus fare on production of tickets from Railways/Govt. Buses.
8. Age/experience can be relaxed in deserving cases.
9. Retired Govt. officials with adequate compentancies will be an added advantage for IPFC positions
10. Actual number of vacancies may vary at the time time of selection and NRDC has the right to cancel the advertisement without assigning any reason.
11. **Applicants Whose name appear on the Website will be eligible to appear in Interview. Please Check our website for updates**

The Administrative Officer
NRDC, 20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
NEW DELHI-110048.

- **Send your application by email to jobs@nrdc.in by 23 October 2016.**

BIO-DATA FORM
(To be filled by candidate)

Position Applied for: _____

- 1 Name (in Block Letters) :
2. Father's name :
3. Date of Birth :
(As per Matriculation Certificate)
- 4 Communication Address :
(In Block Letters)
Phone/Mobile No.
Email Id
- 5 Whether Reservation Category Belongs to : SC/ST/OBC/XSM/PH/GENERAL

6. Educational/Technical Qualifications :

Examinations passed	Percentage of Marks	Year of passing	Examining Body/University
Bachelor's Degree			
Master's Degree			
Others viz. M.Phil Ph.D etc.			
Diploma/P.G. Diploma 1. 2. 3..			

7. Experience:

(Starting from current position in descending order)

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

8. Any other relevant information related to the present position applied (like papers published, patent analysis, projects undertaken etc.)

Signature of the candidate

Date:

Please bring original certificates/documents and set of self certified Xerox copies of the certificates of qualification/experience and identity proof at the time of interview.