(An Autonomous Institute of the Department of Biotechnology, Govt. of India)
NCR Biotech Science Cluster, 3rd Milestone, Faridabd – Gurgaon Expressway, Faridabad – 121001

Recruitment Notice No. THS/RN/22/2021

Name of the post- Administrative Officer

The representations received from the candidates have been examined in accordance to the Recruitment notice and prevailing rules and the final list of Provisionally Shortlisted candidates for the post of Administrative Officer is as under:

S. No.	Ref./Roll No.	Shortfall Document Code
1	73437	P10
2	76683*	P3,P8
3	76621	P3
4	74003	-
5	73903	P3
6	76841	P1
7	74507	P3
8	76953	P1,P10
9	74423	P3,P10
10	74247	P3,P5,P10
11	74765	P10
12	76243	P5,P10
13	76897	P3
14	76612	P3,P10
15	76912	P5
16	76893	P3
17	74347	P3

18	76792	P3,P5,P10
19	73997	P2,P5,P10
20	76847	P5
21	76941	P2,P3,P5,P10
22	73790	P5,P10
23	75311	P3,P10
24	76802	P3
25	76561	P3,P10
26	74246	P3,P10
27	76827	P3
28	76316	P3,P5,P10
29	76894	P3
30	76952	P3,P5,P10
31	75353	P3,P10
32	76851	P3,P10
33	73959	P2,P5,P10
34	75567	P3,P5,P10
35	75773	P3,P10
36	74542	P1,P3,P10
37	74275*	P3,P8

Candidature of these candidates will be considered on deputation basis only.

Note 1: Description of the shortfall document codes may be seen below

Note 2: These documents should be uploaded on or before 5 pm of 15th January 2022 barring which the candidature will not be considered for the further selection process. To upload the documents, the candidates are required to login to their <u>dashboard</u> by using their registered email id and mobile number.

Note 3: The provisionally shortlisted candidates will be considered for further selection process subject to they being found eligible based on the verification of the original documents, timely submission of shortfall documents (if any) and fulfilment of any other requirement.

Note 4: The stage I test (written test) is tentatively proposed to be held on 29 January 2022 and the candidates who qualify in stage I will be required to appear for Stage II test on

31 January 2022 depending upon the conditions prevailing at that point of time on account of the pandemic. Accordingly, the candidates will be provided with admit card.

Note 5: The information with regard to the selection process and the syllabus has already been uploaded on the website.

Note 6: Candidates are advised to go through the requirements of educational qualification, post qualification experience, age limit, age relaxation etc. as mentioned in the recruitment notice and satisfy themselves that they are eligible for the post(s). At the time of scrutiny of application/document verification, if any claim made in the application / CV is not substantiated, the candidature will be cancelled and the decision of the competent authority of the Institution shall be final.

🞣 **Shortfall Document Code Description:**

P1	OBC certificate to be provided in the Govt. of India format and issued by an appropriate authority on or after 01-04-2019
P2	SC/ST/PwBD certificate to be provided in the Govt. of India format
P3	Experience certificate from all the employers to be provided duly indicating the period of employment in each grade/post within the same organization / Proof of equivalence of the grade/pay held by the candidate in his/her present organization vis a vis Central Govt. pay levels (this document is required in case of application on deputation basis only).
P4	Discharge certificate / NOC to be provided to obtain relaxation entitled for Ex-servicemen
P5	All the documents to be provided
P6	PG Diploma Certificate/other proof indicating that the duration of the diploma is of two years should be provided (one year diploma will not be considered as the essential qualification)
P7	Diploma certificate/other proof indicating that the duration of the diploma is of one year should be provided (diplomas of duration less than one year will not be considered as essential qualification)
P8	Forwarding letter/NOC for deputation to be provided from the present employer
P9	Final year or final semester degree mark sheet / provisional degree certificate / degree certificate to be provided (issued prior to 23rd November 2021)
P10	NOC from current employer to be provided
P11	Degree mark sheet showing that at least one of the subjects is related to CS/IT to be provided