एमएसीएस - आघारकर अनुसंधान संस्थान

(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार के अधिन स्वायत्त संस्थान)

MACS - Agharkar Research Institute

(An Autonomous Institute under Department of Science & Technology, Govt. of India)

वि. सं. :सी.भ.स्था/21/पीएए एवं पीटीए/2023-24

परियोजना प्रशासनिक सहायक और परियोजना तकनीशियन सहायक के पदों की अल्पकालिक अनुबंध के आधार पर भर्ती

RECRUITMENT OF PROJECT ADMINISTRATIVE ASSISTANT & PROJECT TECHNICIAN ASSISTANT ON SHORT TERM CONTRACT BASIS

अगरकर अनुसंधान संस्थान, पुणे में पूर्णतः अल्पकालिक अनुबंध के आधार पर परियोजना प्रशासनिक सहायक (2 संख्या) और परियोजना तकनीशियन सहायक (1 संख्या) के पदों को भरने के लिए भारतीय नागरिकों से आवेदन आमंत्रित किए जा रहे हैं।

Applications are invited from Indian citizens for filling up posts of Project Administrative Assistant (2 Nos.) and Project Technician Assistant (1No.) purely on short term contract basis in the Agharkar Research Institute, Pune.

विस्तृत विज्ञापन अनुवर्ती पृष्ठ के साथ दिया गया है। आवेदन प्राप्त करने की <u>अंतिम तिथि 08.03.2024 है।</u>

The detailed advertisement is given on the subsequent page. <u>The last date for receipt of applications is 08.03.2024.</u>

निदेशक, ए.आर.आई./DIRECTOR, ARI

एमएसीएस – आघारकर अनुसंधान संस्थान

(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार के अधिन स्वायत्त संस्थान)

MACS - Agharkar Research Institute

(An Autonomous Institute under Department of Science & Technology, Govt. of India)

Advt. No. Rect.T/21/PAA & PTA/2023-24

R E C R U I T M E N T

MACS-Agharkar Research Institute (ARI) an autonomous Institute of the Department of Science and Technology (DST), Government of India is committed to the promotion of science and technology with emphasis on high standards of Research and Development activities for the benefit of humankind and the nation. The current research activities encompass biological sciences and focus on six thematic areas Biodiversity & Palaeobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding and Nanobioscience.

Applications are invited from Indian citizens for filling up posts of Project Administrative Assistant (2 Nos.) and Project Technician Assistant (1No.) purely on short term contract basis in the Agharkar Research Institute, Pune as per details given below: -

S. No.	Name of the Post	Method of Recruitment	Emoluments	Total No. of Vacancies
1	Project Administrative Assistant	Short Term Contract Basis	Rs. 25,273/- Fixed	2 Nos.
2	Project Technician Assistant		Rs. 25,273/- Fixed	1 No.

IMPORTANT DATES

Commencement of Online Application	**23.02.2024**
Last Date to Submit the Application	**08.03.2024**
Last Date for sending Hard Copy of the application	**08.03.2024**

1. **NAME OF POST** : **Project Administrative Assistant**

(a) EMOLUMENTS : Rs.25,273/- Fixed.

(b) TOTAL NO. OF VACANCIES : Two (02)

(c) MODE OF RECRUITMENT : Short Term Contract Basis

(d) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

Sr. No.	Discipline & No. of Vacancies	Post Code	Essential/Desirable Qualifications for corresponding discipline
1.	Project Administrative Assistant Two (02)	PAA-24	**Essential:** Graduate of a UGC recognized university or equivalent in any discipline. **Desirable:** Knowledge of HR, Admin/Purchase & Stores/Tally/Accounting Software/ERP/MS-CIT etc. with experience of 1 year. English typing speed on a computer with 8000 key depressions per hour. **Job Description:** - Assisting in Coordinating - Interviews, Leave management, Filing management, correspondence with funding agencies, hostel accommodations etc., - Assisting in Managing budgets and expenditure, Preparing UCs, Funding Management, Bill passing etc. - Assisting in Purchasing overview, Follow-up, Receiving Procedures, Sundry Purchases, maintenance of stock register etc. - Hindi translation and typing work. - Use of modern office equipment's, use and update the knowledge of different software used in sections/units such as administration, accounts, purchase, stores etc. - Any other work as entrusted by the superiors. **Age Limit:** Not exceeding 50 years as on closing date of receipt of applications.

2. NAME OF POST : **Project Technician Assistant (1No.)**

  (a) EMOLUMENTS : Rs.25,273/- Fixed.

  (b) TOTAL NO. OF VACANCIES : One (01)

  (c) MODE OF RECRUITMENT : Short Term Contract Basis

  (d) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

S. No.	Discipline & No. of Vacancies	Post Code	Essential/Desirable Qualifications for corresponding discipline
1.	Project Technician Assistant (1No.)	PTA-24	**Essential:** SSC/10th Std. with 50% marks and ITI Certificate of 2 years' duration or equivalent or SSC with 3 years' experience or HSC with 2 years' experience in the relevant field. **Desirable:** Working experience of 3 years in any reputed organization and dealt With I.T / Electronic/ Instrumentation /CCTV / Industrial / Telecom installation and maintenance etc. **Job descriptions are as under:-** • Assisting in regular maintenance of I.T. infrastructure, instrumentation, CCTV surveillance system, EPBX system, Audio visual equipment's. • Assisting in photography and videography of important events, functions etc. • Installation & Troubleshooting of software used in all sections/units of the Institute. • Technical support to online meetings. • Any other work assigned by Competent Authorities. **Age Limit:** Not exceeding 50 years as on closing date of receipt of applications.

General Information (applicable to all candidates):

1. The positions advertised are purely temporary posts on Contract Basis. These positions are contractual engagement and not for any type of appointment in A.R.I. temporary or otherwise and therefore it would not confer any right implicit or explicit for consideration against any ARI or funding agency's post.

2. The number of posts to be filled may vary. The Institute also reserves the right to cancel all or any specific post/recruitment without assigning any reason.

3. Candidates are required to **apply online through the online application portal** as per the link given on ARI website. No other mode of application will be accepted. **Hardcopy of the application must be sent to ARI.**

4. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement. Qualification obtained has to be from recognized University / Institute. Please proceed to fill the online application only if you possess the minimum essential qualifications and other criteria stipulated for the post. Incomplete applications will not be entertained and are liable to be rejected.

5. If the candidate submits multiple online applications for the same post, then only the online application with higher "Application ID Number" i.e. latest one shall be considered by the Institute.

6. Candidates desirous to apply for more than one post should apply for each post separately along with payment of application fee for each post.

7. All details furnished in the application will be treated as final and no subsequent changes shall be entertained under any circumstances.

8. The experience certificates of work rendered by the candidate only with full time and holding the analogues post should be submitted in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp. The period of experience rendered by the candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.

9. The online applications received in response to this advertisement shall be scrutinized as per the eligibility criteria detailed in the advertisement. The Scrutiny/Short listed Committee may formulate additional criteria for short listing, based on academic performance and/or years of experience and/or through trade based test/examination of the applicants with the approval of the competent authority of the Institute. Only shortlisted candidates will be called for selection process.

10. The Institute reserves the right to fill the post initially on contract which may be considered for extension of Contract period after review of the performance as per the Institute policy.

11. The institute reserves the right to evolve an appropriate selection process such as Screening test / Written test / Preliminary interview etc. at the sole discretion of Competent authority.

12. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for written test/interview. In case the number of applications received is large, Institute reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of ARI, Pune in this regard shall be final and binding.

13. The Institute reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates and/or empanel the candidates, of found suitable, as per Institute's policy (c) to fix criteria for screening the applications so as to reduce the number of candidates to be called for

qualifying tests/ written tests/ interview. The number of positions is thus open to change. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.

14. Only the candidates shortlisted for next stage of selection process will be informed by email regarding date, time and venue for selection process. The institute will not be responsible for any discrepancy in the contact details provided in the application form.

15. All information/corrigendum related to this advertisement or any subsequent amendments/modifications etc., on this matter will be notified on the Institute website (https://aripune.org) only which may be referred to by the interested candidates regularly. Issuance of amendments/modifications in the newspaper is not obligatory on the part to the institute.

16. Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

17. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview/ written/ skills test and reasons for not being called for interview/ written/ skills test.

18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

19. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel the appointment and withdraw any communication made to the candidates.

20. No travelling allowance (TA) shall be paid to the candidates for attending the trade test/written test/ proficiency/ interview.

21. All the correspondence (call letter for test, interview etc.) will be made through Email only. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails and institute website for any updates.

22. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.

23. The Institute shall verify the documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and legal action maybe initiated against such candidates/employees.

24. Canvassing in any form will be a disqualification.

25. The place of posting is at Pune.

26. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.

27. For any query related to submission of online application, you may send an email **jobs@aripune.org** or contact on 020-25325013 (on all working days between 10.30 to 13.00 hrs & 14.00 hrs to 17.30 hrs).

28. Candidates possessing the requisite qualification and experience may apply online **http://arijob.ourlib.in/.** The online application portal will be <u>opened on 23.02.2024</u> for filing online applications and the last date for <u>closing the online application interface is 08.03.2024.</u> Last date to receive hardcopy by speed post is <u>08.03.2024</u> by 17.00 hrs.

29. The date for determining the eligibility of all the candidates in every respect shall be the prescribed closing date for submission of Online Applications unless otherwise specified.

30. For applications a non-refundable application fee of Rs.500/- (except SC/ST and women candidates) to be paid online through **https://www.onlinesbi.sbi/sbicollect/** (Educational Institutions-Category-Agharkar Research Institute-Payment Category-Others-Enter Payment details) Candidate should attach the receipt of online payment of fees and indicate the online receipt number in the application form. The Institute is not responsible for any incomplete/pending/failed transactions of online application fee payments and they may contact the concerned bank in this regard.

HOW TO APPLY

STEP 1 : Visit to Website:
The candidate may visit the URL **http://arijob.ourlib.in/** Click on Apply Online, which will be redirected to Applicant Portal.

STEP 2 : REGISTRATION
Click on the "Register" menu on the homepage of ARI Recruitment Portal **http://arijob.ourlib.in/** or scan the QR code.

STEP 3: LOGIN
Enter user id and password received over e-mail after successful registration.

STEP 4: FILLING THE APPLICATION
After successful Login, you will be able to see the dashboard. In the dashboard, you will be able to see the current openings, previous/ incomplete applications, admit card details etc. To apply for any post, click on the "Apply" button in the same row of the post and follow subsequent steps to submit the application.

STEP 5:
The candidates shall upload all the relevant documents in the application portal (500 KB & only PDFs are allowed to upload for documents) as detailed below. The proof of fee payment has to be uploaded separately.
   a. Educational qualifications Certificates in chronological order ie., SSC/10th, Intermediate/12th, Diploma, UG Degree, PG, Ph.D, All the years Marks lists of the minimum educational qualification prescribed for the post applied. Ph.D degree will be reckoned from the date of issue of provisional certificate/notification.
   b. Certificate of Date of Birth (Copies or certificates issued by Municipality etc. or Matriculation/High School/SSC Certificate where date of birth is mentioned).
   c. Category certificate (SC/ST/OBC/PwBD/EWS).
   d. Candidates applying for the post reserved for OBC category must upload the valid non-creamy layer certificate.

e.   Certificates of experiences in the relevant field, which makes the candidate eligible for applying for the said post if required (from the present employment to first employment).

f.   NOC issued after the publication of this advertisement from current employer if applicable along with Vigilance certificate.

STEP 6:

Upload a recent colour photograph (not exceeding 200KB i.e. 720 x 960 pixels).

STEP 7:

Non-refundable application fee of ₹500/- to be paid online through **https://www.onlinesbi.sbi/sbicollect/** (Steps to follow: Educational Institutions → Categogy → Agharkar Research Institute-MACS→ Payment Category→ Other→ Enter Necessary fields / details etc.). Candidates should attach the receipt of online payment of fees and indicate the online receipt number in the application form. The Institute is not responsible for any incomplete/pending/failed transactions of online application fee payments, and they may contact the concerned bank in this regard.

STEP 8:

The hard copy of application along with self-attested copies of all relevant document to be sent by speed Post at 'Director, Agharkar Research Institute, G.G.Agarkar Road, Pune-411004' on or before 08.03.2024, superscripted by " Application for the post of   ……….(Post Code….)."

Important Note:

It may be noted that mere online filling of application will not be sufficient. Candidates are required to mandatorily submit the online printout of application along with supporting documents by hand/post/Speed post/courier etc. on or before the closing date of application.

Director, ARI