



एमएसीएस - आघारकर अनुसंधान संस्थान, पुणे

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

MACS - Agharkar Research Institute, Pune

(An Autonomous Institute under

Department of Science & Technology, Govt. of India)



ADVT/RecT/19/ARI-SCOM/2023-24



विज्ञान संचार एवं आउटरीच प्रबंधक (1 पद) के लिए आवेदन

Application for Science Communication & Outreach Manager (1 No.)

इस संस्थान के नैनोबायोसाइंस/जैव विविधता और पैलियोबायोलॉजी समूह में "विज्ञान संचार और आउटरीच प्रबंधक" (1 नंबर) के अस्थायी पद के लिए योग्य उम्मीदवारों से आवेदन आमंत्रित किए जाते हैं। विस्तृत विज्ञापन अगले पृष्ठ पर उपलब्ध है।

Applications are invited from eligible candidates for the temporary post of "Science Communication & Outreach Manager" (1 No.) in the Nanobioscience/ Biodiversity & Paleobiology Group of this Institute. Detailed advertisement is available on the subsequent page.

IMPORTANT DATES & LINK

Commencement of Online Application	5 th March 2024
Last Date to Submit the Application	20 th March 2024
Last Date for sending Hard Copy of the application	20 th March 2024
Date of Online Interview	28 th March 2024
Online Application Link	http://arijob.ourlib.in

निदेशक, एआरआई/ Director, ARI




एमएसीएस - आघारकर अनुसंधान संस्थान, पुणे
(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

MACS - Agharkar Research Institute, Pune
(An Autonomous Institute under
Department of Science & Technology, Govt. of India)



ADVT/RecT/19/2023-24

**ONLINE INTERVIEW FOR TEMPORARY POSITION OF SCIENCE COMMUNICATION
AND OUTREACH MANAGER (1 No.)**

Particulars	Description
1. Position/s & No.	Science Communication & Outreach Manager (1 No.)
2. Funding Agency, Title, Period of the Project & Post Code	ARI Period : Initially for two years and extendable as per decision of the Competent Authority. Post Code : ARI/SCOM/TECH/2024
3. Name of the Principal Investigator	Dr. Jyutika Rajwade/ डॉ. ज्युतिका राजवाड़े Dr. Karthick Balasubramanian/ डॉ. कार्तिक बालासुब्रमण्यम
4. Group/ Division	Nanobioscience (जैव विज्ञान) Biodiversity & Paleobiology (Plant & Diatoms) जैवविविधता और पुराजैविकी (पौधे और डायटम) 
5. Qualifications	Essential: i) Master's Degree in Life Sciences/Engineering जीवन विज्ञान/इंजीनियरिंग में मास्टर डिग्री ii) Relevant work experience (science communication and outreach) of minimum 4 years supported by documentation (published work) and testimonials. दस्तावेज़ीकरण और प्रशंसापत्र द्वारा समर्थित न्यूनतम 4 वर्षों का प्रासंगिक कार्य अनुभव (विज्ञान संचार और आउटरीच)। Or i) PhD in any branch of Science/ Engineering ii) Relevant work experience (science communication & Outreach) supported by documentation (published work) and testimonials. Desirable: i) Excellent written communication skills in English in science writing/ journalism. Proficiency in rewriting copy/editorial review to ensure quality and accuracy of written communications. विज्ञान लेखन/पत्रकारिता में अंग्रेजी में उत्कृष्ट लिखित संचार कौशल। लिखित संचार की गुणवत्ता और सटीकता सुनिश्चित करने के लिए कॉपी/संपादकीय समीक्षा को फिर से लिखने में दक्षता। ii) Ability to distil complex ideas to the lay public/non-scientist. Video recording/editing. Expertise in handling social media. आम जनता/गैर-वैज्ञानिकों तक जटिल विचारों को पहुंचाने की क्षमता। वीडियो रिकॉर्डिंग/संपादन, सोशल मीडिया संभालने में माहिर।
6. Job Responsibilities	i) Coordinate off-campus and on-campus outreach events: publicity collateral, online strategy, logistics, event planning, and execution. ऑफ-कैंपस और ऑन-कैंपस आउटरीच कार्यक्रमों का समन्वय करें: प्रचार संपार्श्विक, ऑनलाइन रणनीति, लॉजिस्टिक्स, इवेंट प्लानिंग और निष्पादन। ii) Organize, plan, drive, and document institutional events such as conferences, workshops, visits, and talks with photos, videos, and text.

	<p>सम्मेलनों, कार्यशालाओं, यात्राओं और फ़ोटो, वीडियो और पाठ के साथ बातचीत जैसे संस्थागत कार्यक्रमों को व्यवस्थित करें, योजना बनाएं, चलाएं और दस्तावेज़ित करना।</p> <p>iii) Coordinate institutional visits for school & college groups, as well as devising other school outreach initiatives and public awareness drives.</p> <p>स्कूल और कॉलेज समूहों के लिए संस्थागत दौरों का समन्वय करना, साथ ही अन्य स्कूल आउटरीच पहल और सार्वजनिक जागरूकता अभियान तैयार करना।</p> <p>iv) Press relations and publicity drives with print, electronic media for institutional research and events.</p> <p>संस्थागत अनुसंधान और घटनाओं के लिए प्रिंट, इलेक्ट्रॉनिक मीडिया के साथ प्रेस संबंध और प्रचार अभियान।</p> <p>v) Maintain and update news stories and events on the ARI website.</p> <p>एआरआई वेबसाइट पर समाचार कहानियों और घटनाओं को बनाए रखें और अद्यतन करना।</p> <p>vi) Post news and updates on social media: Facebook, Twitter, Instagram, LinkedIn, and YouTube.</p> <p>सोशल मीडिया फेसबुक, ट्विटर, इंस्टाग्राम, लिंक्डइन और यूट्यूब पर समाचार और अपडेट पोस्ट करना।</p> <p>vii) Create news stories, press releases, videos, or teasers based on research done at the institute to be posted on the ARI website.</p> <p>एआरआई वेबसाइट पर पोस्ट करने के लिए संस्थान में किए गए शोध के आधार पर समाचार स्टोरीज, प्रेस विज्ञप्ति, वीडियो या टीज़र बनाना।</p> <p>viii) Back-end tasks: website updates, event calendars, and mailing lists.</p> <p>बैक-एंड कार्य: वेबसाइट अपडेट, ईवेंट कैलेंडर और मेलिंग सूचियाँ।</p> <p>ix) The Science Communication and Outreach Manager to bring creativity to the task of showcasing the kind of science we do.</p> <p>विज्ञान संचार और आउटरीच प्रबंधक हमारे द्वारा किए जाने वाले विज्ञान को प्रदर्शित करने के कार्य में रचनात्मकता लाते हैं।</p> <p>x) This job gives the opportunity to work in a vibrant science environment, to attend talks and speak to scientists about their work, and to keep abreast of the latest developments in interdisciplinary biology.</p> <p>यह नौकरी एक जीवंत विज्ञान वातावरण में काम करने, वार्ता में भाग लेने और वैज्ञानिकों से उनके काम के बारे में बात करने और अंतःविषय जीव विज्ञान में नवीनतम विकास से अवगत रहने का अवसर देती है।</p> <p>xi) Any other work assigned by Competent Authorities from time to time.</p> <p>सक्षम प्राधिकारियों द्वारा समय-समय पर सौंपा गया कोई अन्य कार्य।</p>
7. Monthly stipend	₹ 42000 + HRA (as applicable)
8. Age limit (as on date of interview)	40 years (as on the last date for the closing of applications)

9. Last date for receipt of Application	20th March, 2024
10. Day, Date & time of Online Interview	28th March, 2024
Note: No T.A. is admissible for attending the interview (if applicable) and the selected candidate will have no right to appointment against any ARI or funding agency's post/s.	

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. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
15. 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.
16. 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.
17. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.
18. 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.
19. Candidates possessing the requisite qualification and experience may apply online <http://arijob.ourlib.in/>. The online application portal will be opened on 23.02.2024 for filing online applications and the last date for closing the online application interface is 08.03.2024. Last date to receive hardcopy by speed post is 08.03.2024 by 17.00 hrs.
20. 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.
21. For applications a non-refundable application fee of Rs.100/- (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.
22. Candidates fulfilling above conditions are required to fill and submit the applications through online mode as per link mentioned above using valid email-Id. After filling the details the candidates needs to submit the form and take a print out of his/her application and send along with self-attested copies of qualifications, certificates, Passport size photograph, certificate issued by competent authorities to The Director, Agharkar Research Institute, Gopal Ganesh Agarkar Road, Pune – 411 004, on or before 20th March 2024. The envelope should be superscribed as "**Application for the post of “Science Communication & Outreach Manager”**". Candidates must carefully go through the advertisement before filling the application form. It is the responsibility of the candidates to ensure that they follow the instructions while filling the application. Candidate must ensure to attach clear legible certificates/documents while sending hard copy of application. Attaching of illegible/incorrect certificates/documents may lead to rejection of the candidature.
23. The prescribed essential qualifications are the bare minimum, and mere possession of the same will not entitle the candidate to be called for an interview. The Institute reserves the right to select a suitable candidate.
24. In the case of deserving and exceptionally qualified candidates, desirable qualifications are relaxed at the discretion of the Competent Authority.
25. No travelling allowance (TA) shall be paid to the candidates for attending the interview.
26. The Institute reserves the right to cancel the recruitment without assigning any reason.

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