आत्मनिर्भर भारत

वि. सं. :सी.भ.स्था/ 18/पीए/2025-26

परियोजना प्रशासनिक सहायक के पद के लिए बुधवार, 16 अप्रैल 2025 को प्रातः 10:30 बजे वॉक-इन-चयन, पूर्णतः अल्पकालिक अनुबंध के आधार पर

Walk-in-Selection
on
Wednesday, April 16 2025 at 10:30 a.m. for the posts of Project Administrative Assistant purely on short term contract basis

आघारकर अनुसंधान संस्थान, पुणे में पूर्णतः अल्पकालिक अनुबंध के आधार पर परियोजना प्रशासनिक सहायक (1 संख्या) के पद 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 (1 No.) 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 अंतिम तिथि 10.04.2025 है।

The detailed advertisement is given on the subsequent page. The last date for receipt of applications is 10.04.2025.

निदेशक, ए.आर.आई./**DIRECTOR, ARI**

Advt. No. Rect.T/18 /PA/2025-26

R E C R U I T M E N T

Walk-in-Selection
on
April 16 at 10:30 a.m. for the posts of Project Administrative Assistant purely on short term contract basis

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 (1 No.) 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. 25,870/- Fixed	1 No.

IMPORTANT DATES & Link

Commencement of Online Application	**01.04.2025**
Last Date to Submit the Application	**10.04.2025**
Date and time of Interview	**16.04.2025**
Online Application Link	**http://arijob.ourlib.in/**

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

(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:**

Sr. No.	Discipline & No. of Vacancies	Essential/Desirable Qualifications for corresponding discipline
1.	Project Administrative Assistant One (01)	**Essential:** Graduate of a UGC recognized university or equivalent in any discipline. **Desirable:** Knowledge of 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 Managing budgets and expenditure, Preparing UCs, Funding Management, Bill passing, Final Accounts 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.
Note: No T.A. is admissible for attending interview and selected candidate will have no right for appointment against any ARI or funding agency's post/s.		

General Conditions:

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.

1. The appointment for the above post is temporary for a period of One year. The tenure could be extended if felt necessary with necessary review.

2. The appointment may be terminated at any time by one month's notice by the Institute without assigning any reason. In case of resignation from the post, Project Assistant has to give one month's prior notice in writing. The notice period may be waived off at the discretion of the Director, ARI. Before relieving the post, he/she should complete the NO DUES etc. formalities.

3. 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.

4. Only those candidates applied through online portal process will be considered for interview.
5. 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.
6. No Travelling allowance/Daily allowances or any other financial assistance shall be provided by the Institute. Candidate have to make their own arrangements for attending the Interview

7. **Note: The candidates are required to produce the following documents at the time of Interview:**
   a. Printout of online application form.
   b. Recent passport size photograph.
   c. Identity Proof (Aadhar Card/ Election Card/ PAN Card/ Passport/ Driving License). (Original and also a copy)
   d. Educational Qualification (all mark sheets and certificates).
   e. Experience Certificate/s.
   f. Eligible candidates are requested to apply online and bring their online application form along with original certificates and appear for Walk-in-selection upto 9.30 a.m. on April 16, 2025 at Agharkar Research Institute, G.G.Agarkar Road, Pune-411004. **Candidates will be not be allowed after 9.30 am.**

8. The prescribed essential qualifications are bare minimum and mere possession of same will not entitle the candidate to be called for interview. The Institute reserves the right to select a suitable candidate.
9. Director, ARI has the right to cancel the recruitment process at any stage, without assigning any reason thereof or vary the number of posts to be filled under each category.
10. Candidates attending the interview should report on time as per the date and time schedule mentioned on the ARI website.
11. In the case of deserving and exceptionally qualified candidates, desirable qualifications are relaxed at the discretion of the Competent Authority.

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 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 ₹100/- 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 submitted at the time Interview.

Important Note:

It may be noted that mere online filling of application will not be sufficient. Candidates are required to mandatorily come with the online printout of application along with supporting documents by hand/post/Speed post/courier etc. at the time of Interview.

Director, ARI