International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI)

(An Autonomous R&D Centre of Department of Science & Technology, Govt. of India)
GURUGRAM (NCR – DELHI) – 122 003, HARYANA
Phone No. . 0124-2570215 , Email : hrd@arci.res.in

Advt. No. ARCI/HRD/PMU/RECT/1/2022

ADVERTISEMENT FOR
Engagement of Office Staff on Contract Basis
for Time-Bound Sponsored Project
Last Date for Submission of Online Applications is 31 July, 2022

ARCI has been sanctioned a time-bound sponsored project by Government of India to set-up and operate "Programme Management Unit (PMU)" for implementation of nationally coordinated project on scouting and young talents in the area of science, engineering and medicine etc. The sponsored project duration is for a period of five (05) years with effect from May 2022.

ARCI is looking to engage suitable office staff at different levels purely on **"Contract Basis"** to work in time-bound sponsored project. All these positions are temporary in nature and are co-terminus with the duration of the time-bound sponsored project (i.e. April 2027). The following temporary positions are available, the selected candidates will be posted at ARCI's liaison Office located at Gurugram (National Capital Region (NCR)-Delhi), Haryana:

Sl. No.	Name of the posts with Details	Qualification & Experience	
01.	**Post Code : 01** **Project Coordinator** **No. of Posts** : **01 (one)** **Upper Age Limit** : 40 years **Fixed Emoluments**: **Rs, 80,000/-** **Reservation :** Not applicable	**Essential Qualifications & Experience**	**Desirable**
		Qualifications: B.Tech./B.E. in Computer Engineering/ Computer Science/Information Technology OR M.Sc. in Science and technology area(s) or equivalent from a recognized University/Institute. **Experience:** Minimum **six years'** experience in office management in an IT environment.	(a) Degree in Management. (b) Working experience in a similar area or in an organization involving in data processing and handling. (c) Understanding of data issues, ability to analyze, work quickly and accurately. (d) Shall be able to design and submit MIS reports in a systematic manner from time to time. (d) Good communication skills will be an added advantage.
		Job Requirement: The candidate selected will be responsible for coordination of entire Project, handling of large number of applicants data, their processing, generation of MIS reports and timely completion of the assigned tasks. Active participation in entire sponsored project activities is expected. The candidate shall be able to lead the team.	

		Essential Qualifications & Experience	Desirable
02.	**Post Code : 02** **Project Analyst** **No. of Posts** : **01 (one)** **Upper Age Limit** : 35 years **Fixed Emoluments**: **Rs, 60,000/-** **Reservation :** Not applicable	**Qualifications**: Master's Degree in Social Sciences or equivalent from a recognized University/ Institute. **Experience:** Minimum 1 year in study/research impact analysis of govt. schemes/ programmes.	(a) Shall be able to understand, study the data generated, analyze its impact under different schemes and various parameters. (b) Shall be able to carry out quick and accurate analysis of the data. (c) Shall be able to generate timely impact reports. (d) Good communication skills will be an added advantage.
		Job Requirement: The candidates selected will be responsible for analyzing the data generated and carry out impact analysis from time to time. Active participation in entire sponsored project activities is expected.	

		Essential Qualifications & Experience	Desirable
03.	**Post Code : 03** **Project Executive Assistant** **No. of Posts** : **10 (ten)** **Upper Age Limit** : 35 years **Fixed Emoluments**: **Rs, 45,000/-** **Reservation :** OC=06; OBC=02; SC-01; EWS=01	**Qualifications**: B.Tech./B.E. in Computer Science/ Information Technology OR M.C.A. OR M.Sc. in Science and technology area(s) or equivalent OR B.Sc./ three (3) years full time Diploma in Computers or equivalent from a recognized University/Institute. **Experience shall be in office management in an IT environment as given below:** (i) Three (3) years' experience for B.Tech./B.E. OR M.C.A. OR M.Sc. (ii) Five (5) years' experience for B.Sc./Diploma candidates.	(a) Working experience in a similar area or in an organization involving in data processing and handling. (b) Experience in updating, maintaining and retrieving information held on computer system/portal. (c)Understanding of data issues & ability to analyse, generate reports, work quickly and accurately. (d) Good communication skills and ability in multi-tasking will be an added advantage.
		Job Requirement: The candidates selected will be responsible for coordination of different schemes, handling of large number of applicants data, their processing, generation of MIS reports and timely completing of the assigned tasks. Active participation in entire sponsored project activities is expected.	

		Essential Qualifications & Experience	Desirable work Experience
04.	**Post Code : 04** **Project Data Entry Operator** **No. of Posts** : **10 (ten)** **Upper Age Limit** : 35 years **Fixed Emoluments**: **Rs, 24,000/-** **Reservation :** OC=06; OBC=02; SC-01; EWS=01	**Qualifications**: B.Sc. in science and technology area(s)/three (3) years full time Diploma in Computers or equivalent OR Any graduate from a recognized University/Institute. **Experience shall be in office management in an IT environment as given below:** (i) Two (2) years' experience for B.Sc./Diploma candidates. (ii) Five (5) years' experience for any graduate.	(a) Working experience in a similar area or in an organization involving in data processing and handling. (b) Shall possess very good computer (MS Office) knowledge with good typing speed. (c) Good communication skills and ability in multi-tasking will be an added advantage.
		Job Requirement: The candidates selected will be responsible for day-to-day operation of scheme involving in handling of large data, their processing and timely completion with accuracy. Shall be able to Update, maintain and retrieve information held on computer system/portal. Shall be able to understand data issues, ability to work quickly & accurately, and pay attention to detail. Active participation in entire sponsored project activities is expected.	
05.	**Post Code : 05** **Project Multi-Tasking Staff** **No. of Posts** : **04 (four)** **Upper Age Limit** : 25 years **Fixed Emoluments**: **Rs, 20,000/-** **Reservation :** OC=03; OBC=01;	**Qualifications**: 12th/Intermediate /ITI pass or equivalent from a recognised Board/Institute. **Experience:** At least 1 year experience in an office/industry.	Shall be able to carry out multi-tasking activities in the sponsored project.
		Job Requirement: The candidates selected shall be providing assistance in the day-to day activities of the sponsored project. Active participation in entire sponsored project activities is expected.	

ARCI strives to have a workforce which reflects gender balance and women candidates are encouraged to apply

Other Benefits: In addition to the above consolidated salary, benefits such as Employees Provident Fund (EPF), Medical Insurance for self/nuclear family members, paid leave (as per norms) etc., are available.

Mode of Selection :

(a) **Selection for the post of Project Coordinator and Project Analyst will be through online/personal interview for the short-listed candidates.**

(b) **Selection for the short-listed candidates for the posts of Project Executive Assistant and Project Data Entry Operator will be through personal interview followed by skill test.**

(c) **Selection for the post of Multi-tasking staff will be through written test.**

I. **Application Procedure:**

The Interested candidates fulfilling the above eligibility criteria may submit online application at: **http://www.arci.res.in/careers**.

II. **Screening/Short-listing:**

a) Mere fulfilling the minimum prescribed qualifications and experience will not vest any right in a candidate for being called for personal interview/skill test/written test. ARCI reserves all rights to screen the applications and short-list candidates to be called for personal interview/skill test/written test.

b) Eligible candidates will be shortlisted on the basis of details provided in the online application submitted.

c) Screening/Shortlisting will be done by a Committee based on academic qualifications, relevant work experience as provided by the candidates in their online applications.

d) Shortlisted candidates list will be displayed on ARCI website. Shortlisted candidates will be required to appear for interview (personal/online)/skill test/written test. Mode of interview, venue etc., will be decided by the Director, ARCI.

e) The shortlisted candidates will be informed by email the time, date and venue of the interview/ skill test/written test.

III. **Place of posting:**

All selected candidates will be posted at ARCI liaison Office located at Gurugram (National Capital Region (NCR)-Delhi), Haryana/depending on the project requirements, posting will also be as per directions of funding agency.

IV. **Tenure:**

Though the time-bound sponsored project's tenure is for a period five years, initially, the selected candidates shall be engaged for a period of one year. However, their tenure shall be renewable annually, subject to satisfactory performance. The yearly extended tenure shall be up to maximum duration of time-bound sponsored project, subject to sponsored projects requirements and availability of funds etc. Term of the contract engagement will be co-terminus with the Projects or earlier, purely based on the performance of the candidate appointed.

Last date for receipt of filled-in online applications is 31st July, 2022.

******