



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

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

ADDENDUM

This is in partial modification to our advertisement No. Advt. No. ARCI/HRD/PMU/RECT/1/2022, released in Employment News dtd. 16-22 July, 2022.

**Engagement of Office Staff for Time-Bound Sponsored Project
(1Post will be filled by Suitable Persons with Disabilities (PwDs/Divyangjan)
Last Date for Submission of Online Applications for PwDs/Divyangjan is 8th October, 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:

From among the following posts, ONE (1) post will be filled by suitable Persons with Disabilities (PwDs)/ Divyangjan fulfilling the eligibility conditions prescribed under Government of India instructions:

Sl. No.	Name of the posts with Details	Qualification & Experience	
01.	<p>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</p> <p>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.</p>	<p>Essential Qualifications & Experience</p> <p>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.</p> <p>Experience shall be in office management in an IT environment as given below:</p> <p>(i) Three (3) years’ experience for B.Tech./B.E. OR M.C.A. OR M.Sc.</p> <p>(ii) Five (5) years’ experience for B.Sc./Diploma candidates.</p>	<p>Desirable</p> <p>(a) Working experience in a similar area or in an organization involving in data processing and handling.</p> <p>(b) Experience in updating, maintaining and retrieving information held on computer system/portal.</p> <p>(c) Understanding of data issues & ability to analyse, generate reports, work quickly and accurately.</p> <p>(d) Good communication skills and ability in multi-tasking will be an added advantage.</p>

02.	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	Essential Qualifications & Experience			Desirable work Experience	
		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.				

Sl. No.	Name of the Post	OC	OBC	SC	EWS	Total
01.	Project Executive Assistant	06	02	01	01	10
02.	Project Data Entry Operator	06	02	01	01	10

Please Note: Of the above total posts, ONE (1) post will be filled by suitable Persons with Disabilities (PwDs)/Divyangjan fulfilling the eligibility conditions prescribed under Government of India instructions.

CANDIDATES OTHER THAN PERSONS with DISABILITIES (PwDs)/DIVYANGJAN NEED NOT APPLY

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 : Selection for the short-listed candidates will be through personal interview followed by skill test.

I. Application Procedure:

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