

**CSIR-NATIONAL CHEMICAL LABORATORY
PUNE - 411008**

No: 2023/CSIR-NCL/SCI OUTR/HCP-0101/369

Date: 21/11/2023

Division: SCIENICE OUTREACH

NOTICE

Subject: Applications Invited For Scientific Administrative Assistant - Project Jigyasa 2.0: Virtual Laboratory Integration

Applications are invited online for filling up of position on a purely temporary basis, in the prescribed proforma. The details of the Sponsored Project under which engagement is proposed to be made is as under.

Title of Project: Jigyasa 2.0: Virtual Laboratory Integration

Name of Sponsoring Agency: CSIR

Project Code	HCP-0101
Post Name	Scientific Administrative Assistant
No. of Position:	1
Minimum prescribed educational Qualifications	Graduate degree in Science / Social Science or Science Communication from a recognized University or equivalent
Desirable experience, if any	Preference will be given to the candidates having six months / one or two-year experience in drafting / content creation with a passion for writing reports, emailing, making brochures etc.
Age Limit	50
Job requirement	To assist in compiling data using Excel / MS-office, organizing events and training programs. The candidate is also expected to provide administrative assistance as per the requirement. Competent in communication and ability to articulate clearly and concisely. Preferably having fluency in English language. The candidate should be willing to work both from home / office and beyond office hours to meet deadlines and capable of handling work pressure.
Consolidated emoluments per month	18000/- + HRA

The engagement will be initially for a period of three months which may be extended or curtailed depending on the duration of the tenure of sponsored project / satisfactory performance or conduct of the appointee, as the case may be. The engagement will be purely on temporary basis and shall not be CSIR/NCL appointment, temporary or otherwise and shall not entitle the appointee to any right/claim whatsoever, implicit or explicit, for his/her consideration against any CSIR-NCL post/fellowship.

How to Apply:

1. Eligible candidates are required to apply ONLINE only through our website.
2. Link to apply :<https://jobs.ncl.res.in>
3. Details can be read from section Jobs Vacancies: <https://www.ncl-india.org>
4. Candidate should have a valid email before applying online.
5. Scanned photo/signature in JPG/JPEG format only.
6. Candidate's Photograph File size must be less than **50 kb**.
7. Candidate's Signature File size must be less than **25 kb**.
8. Readable scanned copies of Mark sheet(SSC, HSC, Graduation, Master, PhD,etc)
9. **Keep ready pdf file of all testimonials.**
10. Read all instructions title '**How To Apply**' available at website.

The application should be filled online before **12/12/2023**. Late applications will not be considered.

The prescribed educational qualifications are a bare minimum and merely possessing of same will not entitle candidates to be called for interview. Where number of applications received in response to this Notice of engagement is large, it may not be convenient or possible to interview all the candidates. Based on the recommendation of the Screening Committee, the Project Leader may restrict the number of candidates to be called for interview to reasonable limits after taking into consideration qualifications and experience over and above the minimum qualifications prescribed in the Notice. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field on date of advertise.

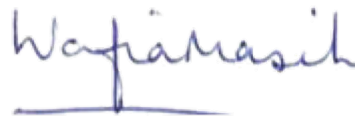
The candidates recommended by the Screening Committee to be called for interview would be notified on the website as well as divisional Notice Board on **14/12/2023** or the candidates may ascertain the information by contacting Dr. Wafia Masih email id: **oss@ncl.res.in** contact No: **0000000000**

Shortlisted candidates will be required to appear before the Selection Committee for an online interview. For online interview URL link will be provided to shortlisted candidate later via email on or before **14/12/2023**.

Interview will be conducted on **18/12/2023** from **02:00 PM** online through a suitable medium such as Microsoft Teams, Google Meet, Cisco WebEx etc.

No interview call letter will be issued separately.

No TA/DA will be admissible for appearing for the interview. Selected candidates will have to join duty immediately on receipt of the offer of engagement.



Dr. Wafia Masih
Project Leader (Name & Signature)

Notice Boards