



**INTERNATIONAL ADVANCED RESEARCH CENTRE FOR  
POWDER METALLURGY AND NEW MATERIALS (ARCI)**  
(An Autonomous R&D Centre of Department of Science & Tech., Govt. of India)  
**Balapur Post, HYDERABAD – 500 005, TELANGANA, India**

**Advt. No. ARCI/HRD/PMU/RECT/1/2016**

**LAST DATE FOR RECEIPT OF FILLED-IN APPLICATIONS IS 18.07.2016**

ARCI has been awarded a time-bound sponsored project by Government of India to set-up and operate “**A Programme Implementing Unit (PMU)**” for implementation of a nationally coordinated project on scouting and nurturing of young talents in the area of science, engineering and medicine etc. The project duration is for a period of 5 years with effect from April 2016.

ARCI is looking to engage staff purely on “**Contract Basis**” to work for the project. All these positions are temporary in nature and are co-terminus with the duration of the time-bound sponsored project (**i.e. 31<sup>st</sup> March, 2021**). Positions are available at different levels and the project will be operated by **ARCI at National Capital Region (NCR), New Delhi**.

No.	Name of the post with Details	Qualifications/Experience
01.	<b>Project Coordinator</b> <b>Post Code : P001</b> <b>No. of Posts : One (01)</b> <b>Consolidated Salary : ₹ 50,000/-</b> (minimum per month) <b>Age Limit : Not exceeding 40 years</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• <b>Post-Graduation/Graduation</b> in Science/Maths/Statistics/Computers from a recognized University.</li> <li>• <b>PLUS 8/10 years’ experience</b> (8 years for Post Graduates and 10 years for Under Graduates) in office management in an IT environment.</li> <li>• Consistent first class/division throughout academic career.</li> </ul> <b>Desirable:</b> <ol style="list-style-type: none"> <li>a) Degree in Management.</li> <li>b) Working experience in similar area or in an organization involving data processing and handling.</li> <li>c) Understanding of data issues, ability to analyse, work quickly and accurately.</li> <li>d) Good communication skills will be an added advantage.</li> </ol>
<b>Specific Job Requirements :</b>		Person 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.

No.	Name of the post with Details	Qualifications/Experience
02.	<p><b>Project Executive Assistant</b></p> <p><b>Post Code : P002</b></p> <p><b>No. of Posts : Ten (10)</b></p> <p><b>Consolidated Salary ₹ 30,000/-</b> (minimum per month)</p> <p><b>Age Limit : Not exceeding 30 years</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• <b>Post-Graduation/Graduation</b> in Science/ Maths/Statistics/Computers <b>OR</b> 3 years full time diploma in Computers from a recognized University or Institute.</li> <li>• PLUS experience in office management in an IT environment as given below:  <b>2 Years' for Post Graduates.</b>  <b>4 Years' for Under Graduates.</b>  <b>6 Years' for Diploma holders.</b></li> <li>• Consistent first class/division throughout academic career.</li> </ul> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>a) Working experience in similar area or in an Organization involving data processing and handling.</li> <li>b) Experience in updating, maintaining and retrieving information held on computer system/portal.</li> <li>c) Understanding of data issues &amp; ability to analyse, work quickly and accurately.</li> <li>d) Good communication skills and ability to multi-tasking will be an added advantage.</li> </ol>
	<p><b>Specific Job Requirements:</b></p>	<p>Persons selected will be responsible for coordination of different schemes, handling of large number of applicants data, their processing, generation of MIS reports and timely completion of the assigned tasks.</p>

No.	Name of the post with Details	Qualifications/Experience
03.	<p><b>Project Data Entry Operator</b>  <b>Post Code</b> : P003  <b>No. of Posts</b> : Ten (10)  <b>Consolidated Salary</b> ₹ 15,000/-  (minimum per month)  <b>Age Limit</b> : Not exceeding 30 years</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Graduation in Science/Maths/Statistics/Commerce OR 3 years full time diploma in Computers from a recognized University or Institute</li> <li>• PLUS 2 years' experience in office management in an IT environment.</li> <li>• Consistent first class/division throughout academic career.</li> </ul> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>a) Working experience in similar area or in an organization involving data Processing and handling.</li> <li>b) Shall possess very good computer knowledge with good typing speed.</li> <li>c) Good communication skills and ability to multi-tasking will be an added advantage.</li> </ol>
	<p><b>Specific Job Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Person selected will be responsible for day-to-day operation of scheme involving in handling of large data, their processing and timely completion.</li> <li>• Update, maintain and retrieve information held on computer system/portal.</li> <li>• Understanding of data issues, ability to work quickly &amp; accurately, and pay attention to detail.</li> </ul>
04.	<p><b>Project Multi Tasking Staff</b>  <b>Post Code</b> : P004  <b>No. of Posts</b> : Four (04)  <b>Consolidated Salary</b> ₹ 10,000/-  (minimum per month)  <b>Age Limit</b> : Not exceeding 25 years</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup>/Intermediate/ITI pass.</li> </ul> <p><b>Desirable:</b> Prior experience in an office/industry.</p> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Shall be familiar with Office-cum-Pantry related jobs.</li> </ul>

- **Reservations for the above posts will be as per Govt. of India norms.**

The above Consolidated Salary includes Employers & Employees Provident Fund (EPF) and Medical for self/nuclear family members. Paid leaves (as per the norms) are available.

- **Mode of Selection** : Selection for the post of Project Coordinator will be by personal interview for the short-listed candidates who meet the requirements of the post.
- Selection of candidates for the posts of Project Executive Assistant, Project Data Entry Operator and Project Multi-Tasking Staff will be through written test/trade or skill test for the short-listed candidates who meet the requirements of the posts.

**HOW TO APPLY :** Interested candidates fulfilling the above eligibility criteria shall submit their applications duly completed in all respects through **email or by post (please download the application format)**. The application should contain complete and definite information in respect of each of the columns.

**Through Email:** This is the preferred mode of submission. Completed Applications shall be submitted **as an attached word document file or PDF file** by email to : **rectt@arci.res.in**

**By Post:** In case of any difficulty in email submission the same may please be sent to: **THE DIRECTOR-ARCI, Post Box No. 312, Hyderabad GPO, HYDERABAD-500 001 TELANGANA, India so as to reach on or before 18.07.2016.** The applications should be sent by **ordinary post only** in a sealed cover superscribed "Application for the post of \_\_\_\_\_" (name of the post applied for).

## GENERAL TERMS AND CONDIDITIONS

1. **Candidates possessing higher qualifications such as Ph.D./M.Phil./M.Tech. etc. should not apply and will not be considered for any of the positions advertised.**
2. Candidates shall use prescribed application form only. Candidates applying for more than one post shall use separate application form for each post.
3. For email submission, please insert scanned photo with signature (if possible) at the space provided in the application form. Application can be sent **as an attached word document file or PDF file** (not in picture formats like JPEG, TIFF etc.).
4. In case applications are submitted through email, a hardcopy of the application, duly supported by attested copies of educational qualifications, experience, caste (in case of SC/ST/OBC) certificates etc., will have to be submitted by short-listed candidates at the time of interview.
5. Age should not exceed the limit indicated as on the closing date of receipt of completed application forms. However, upper age limit is relaxable by **5 years** for SC/ST and **3 years** for OBC (Non-creamy layer) candidates. Age relaxation for Persons with Disabilities shall be as per Govt. of India orders. Scanned copy of the relevant certificate in the prescribed form (duly attested photo copy) issued by the competent authority in support of the claim as belonging to SC/ST/OBC/PH must be enclosed with the application submitted through email.
6. Consolidated salary as shown against each post represents the minimum emoluments, inclusive of all applicable allowances etc. like EPF (both employers and employee share) and medical insurance. The candidates selected will not be entitled to any benefits or concessions as admissible to regular employees.
7. Number of positions as given is provisional and the total numbers to be filled-in shall depend upon the actual requirement at the time of recruitment vis-à-vis the need and availability of requisite talent among those who have applied for the posts.
8. Period of experience mentioned against the above said post(s) shall be counted from the date of acquiring the prescribed essential qualifications that are obtained from recognized Universities/Institutions.
9. Mere fulfilling the minimum prescribed qualifications and experience will not vest any right in a candidate for being called for personal interview/written test/trade or skill test. ARCI reserves all rights to screen the applications and short-list candidates to be called for personal interview.
10. **Age limit, qualification and/or experience can be relaxed by the competent authority in case of exceptionally meritorious candidates.**
11. Since, the project is time-bound with committed deliverables, relevant experience in very specific area is essential. Therefore amongst the candidates meeting the essential qualifications, those having requisite experience will be given preference over the other candidates.

**GENERAL TERMS AND CONDITIONS (contd..)**

12. Candidates should note that the details provided by them in their application are taken at their face value and the onus of proving the correctness and authenticity of the same, as and when required, lies with the candidates.
13. In all matters relating to this advertisement and subsequent processing, the decision of the competent authority, ARCI will be final and binding.
14. Only outstation candidates called for personal interview/written test/trade or skill test will be paid single to & fro second class rail fare/ordinary bus fare by shortest route as admissible, on production of tickets.
15. Candidates selected for the above posts will be offered purely temporary appointment on contractual basis to work on the time-bound sponsored project “**A Programme Implementing Unit (PMU)**” awarded by Government of India to set-up and operate a unit for implementation of a nationally coordinated project on scouting and nurturing of young talents in the area of science, engineering and medicine etc. The project duration is 5 years with effect from April 2016 to March 2021.
16. Candidates selected shall not have any right to claim regular appointment in ARCI. Selected candidates will be posted at **National Capital Region (NCR), New Delhi**.
17. Term of the contract engagement will be co-terminus with the duration of the Project or earlier, purely based on the performance of the candidate appointed.
18. The contract will be reviewed every year. Depending on quantum and quality of output during the year, as assessed by an Expert Committee, the contract may be extended with/without granting a lumpsum increment, or terminated.
19. **Applications received late for any reason whatsoever, or incomplete in any manner, shall not be considered. Interim enquires will not be entertained.**
20. **Canvassing in any form shall be considered as disqualification.**
21. Candidates are advised to visit ARCI website <http://www.arci.res.in/careers> periodically for further information and updates in this regard.
22. **Last Date for Receipt of Filled-in Applications is 18.07.2016.**