

**MACS-AGHARKAR RESEARCH INSTITUTE**  
(An Autonomous Institute of Dept. of Science & Technology, Govt. of India)  
G.G.AGARKAR ROAD, PUNE – 411004

**ADVT/Contract/02/2019**

**RECRUITMENT ON CONTRACT BASIS**

The MACS-Agharkar Research Institute, an Autonomous Body of Department of Science & Technology, Govt. of India, New Delhi, invites applications from eligible and prospective candidates, for filling up of below posts on a purely contract basis.

Sr. No.	Name of the post	Consolidated Emoluments	Reservation				Total Posts	Normal Age limit
			UR	SC	ST	OBC		
1	Assistant 'A'	Rs.25,500/- pm + DA as admissible	02	00	01	01	04	28 years
2	Assistant 'A' (Hindi)	Rs.25,500/- pm + DA as admissible						

**Aspiring candidates may submit their applications online only: <http://www.aripune.org/jobs>**  
**Hard copy of the applications will not be accepted.**

**Opening Date for Online Registration/Application : 15<sup>th</sup> May 2019**  
**Closing Date for Online Registration/Application : 25<sup>th</sup> June 2019**

The details about the positions, pay, academic qualifications, responsibilities and other general conditions are given below: -

Name of the Post	Assistant 'A' (Administrative Services)
Post Code	01
Number of Posts	3 (Three)
Emoluments	Rs.25,500/- p.m. + DA as admissible equivalent to Level-4 of 7 <sup>th</sup> CPC scales
Age	Years: 28 years, age relaxable as per GOI rules and relaxable for Departmental Candidates as decided by the Competent Authority.
Eligibility Criteria	<b>Essential:</b> Graduate of a UGC recognized university or equivalent in any discipline. English typing speed on a computer with 8000 key depressions per hour.
	<b>Desirable:</b> Knowledge of Tally/Accounting Software/HR/ERP/MS-CIT etc. with experience of 1 year.

Name of the Post	Assistant 'A' (Hindi)
Post Code	02
Number of Posts	1 (One)
Emoluments	Rs.25,500/- p.m + DA as admissible equivalent to Level-4 of 7 <sup>th</sup> CPC scales
Age	Years: 28 years, age relaxable as per GOI rules and relaxable for Departmental Candidates as decided by the Competent Authority.
Eligibility Criteria	<b>Essential:</b> Graduate of a UGC recognized university or equivalent in any discipline with Hindi as one subject. Hindi typing speed of 6000 key depressions per hour.
	<b>Desirable:</b> Min. 1 year experience in Hindi translation work with Hindi typing and well conversant with rajbhasha.

**Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular.**

**General Conditions**

1. The closing date of submission of online-application is 25.06.2019. The closing date is the cutoff date for all purpose including age/qualification/experience etc.
2. The date of online examination will be posted on the Institute website [www.aripune.org](http://www.aripune.org) and intimated to all eligible candidates through email.
3. Candidate may apply for both the vacancies. However, they need to apply online separately for each post. No other means/mode of submission of applications will be accepted.
4. Age relaxation in case of SC/ST/OBC/PH/Women candidates will be as per Govt. of India norms.
5. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as disqualification of candidature. No interim correspondence/inquiry will be entertained.
6. Candidates working in Government/PSU/Autonomous Bodies must produce the requisite "No Objection Certificate" from their employer at the time of online examination.
7. The selected candidate is liable to serve anywhere in India.
8. No travelling allowance will be paid for attending the online test/skill test except outstation SC/ST candidates called for test will be paid to and fro sleeper class railway / ordinary govt. bus fare by the shortest route on production of proof of journey tickets etc.
9. There will be a computer based online test for two hours duration consisting of 100 Objective/Multiple Choice Questions. The questions shall be based on Graduation level knowledge on English language, Reasoning, Aptitude and General Awareness.

10. Those who qualify in the Part-I exam as per the cut off marks as decided by the Competent Authority shall only be called for the skill test.

11. For the post of Assistant 'A' (Post Code 01) skill test shall consist of English typing test on computer with 8000 keys depressions per hour basis and for the post of Assistant 'A' (Hindi) (Post Code 02) there should be Hind typing test on computer with 6000 keys depressions per hour.

12. Candidates who had applied and qualified in Part I test for both the posts of Assistant 'A' (Post Code 01) and Assistant 'A' (Hindi) (Post Code 02) will have to separately appear for skill test in English and Hindi.

13. The candidates need to make their own stay arrangements.

14. 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.

15. Discrepancies found in the certificates will attract the disqualification of selected candidates. Non-production of the original certificates at the time of joining the post will also make the candidate disqualified. No travel reimbursement will be made to such candidates.

16. Offer to selected candidate will be given initially for one year which will be extended by another year/s based on performance of the selected candidate. The total contract period shall not exceed beyond three years. All contract positions are purely temporary and do not entitle the candidate for any claim for regular / permanent position at MACS-ARI at any time.

17. Non-refundable application fee of Rs.100/- (except SC/ST & women candidates) to be paid online through <https://www.onlinesbi.com/sbicollect/icollecthome.htm> or link available on institute website <http://www.aripune.org> (pay application fees on SBI Collect under announcement). 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 transaction of online application fee payments and they may contact the concerned bank in this regard.

**Director, ARI**