

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

No: 2024/CSIR-NCL/CEPD/GAP334826/373

Date: 22/09/2024

Division: CHEMICAL ENGG. & PROCESS DEVELOPMENT(CEPD)

NOTICE

Subject: Administrative Assistant/PA-1 For DBT-Bioinformatics Center At NCL

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: DBT-Bioinformatics Center at CSIR-NCL

Name of Sponsoring Agency: DBT

Project Code	GAP334826
Post Name	Project Assistant-I
No. of Position:	1
Minimum prescribed educational Qualifications	SSC/ 10th Plus ITI SSC pass certificate is essential
Desirable Qualification/ experience, if any	Good academic record. Graduate (BSc/ BA/ B Com/ BE/BTech etc) in any discipline/stream is highly desirable. Ability to effectively communicate verbally and by email, prepare forms, simple budgetary calculations. Experience with official communications and preparation of project reports and financial documents. Experience in organising meetings and events such as training programs desirable.
Age Limit	35
Job requirement	SAA will assist PL in activities of the Bioinformatics Center at NCL, including but not limited to all activities related to organising talks, seminars, workshops; preparation of purchase and finance documentation, and correspondence with students and workshop participants.
Consolidated emoluments per month	18000/- + HRA

The upper age limit is relaxable upto 5 years in the case of candidates belonging to SC/ST/PWD/women, and 3 year for OBC candidates.

The engagement will be initially for a period of six 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 on or before **01/10/2024**. 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 **02/10/2024** or the candidates may ascertain the information by contacting Pranali email id: **cepdoffice@ncl.res.in** contact No: **02025902150**

Shortlisted candidates will be required to appear before the Selection Committee for an interview before at CEPD meeting room, CSIR-NCL, Dr Homi Bhabha Road, Pune 411008, India. Shortlisted candidate will be informed via email on or before **02/10/2024**.

Interview will be conducted on **04/10/2024** from **09:00 AM** onward.

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.

Chetan Gadgil
Project Leader (Name & Signature)

Notice Boards