International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI)

(An autonomous R&D Centre of Department of Science & Technology, Govt. of India)

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Advt. No. ARCI/HRD/RECT/2/2024

ARCI strives to have a workforce which reflects gender balance and women candidates are encouraged to apply

RECRUITMENT OF ADMINISTRATIVE AND TECHINICAL STAFF

Last Date for Submission of Duly Filled-in Online Applications is 26th AUGUST, 2024

ARCI is an autonomous R&D Centre of Department of Science & Technology (DST), Government of India with a mission to develop highly competitive and commercially viable technologies for Indian and global markets. ARCI offers an excellent work environment, equipped with modern facilities and intellectual freedom for motivated individuals to realize their full innovative potential. ARCI currently has openings for filling-up the following posts in Administrative and Technical cadres on Direct Recruitment basis**.** ARCI invites online applications from interested, dynamic, innovative and dedicated Indian citizens having consistently good academic record and relevant experience to fill-up the posts of Assistant, Technical Assistant and Technician positions as follows:

Sl. No.	Name of the posts with Details Job Description/Qualification & Experience
01.	**Post Code : 01** **Name of the post : ASSISTANT "A"** **No. of Posts : Five (05)** **Break-up of Posts :** (i) Admin./HR/Finance/Stores = 03 posts; (ii) Director's Secretariat = 01 post (iii) Desktop publishing (design, layout & printing) = 01 post **Reservation :** Unreserved (UR) = 03; Other Backward Class (OBC) = 01 and Economically Weaker Section (EWS) = 01. **Pay level : 5 of 7th CPC** **Total emoluments: Rs. 57,960/- approximately** **Age limit :** Not exceeding 28 years (relaxable upto 35 years, in case of deserving Government employees and employees of Scientific Organizations). **Mode of Recruitment:** Direct recruitment **Mode of Selection :** Competitive Written Examination (CWE) followed by skill test. **Essential Qualification & Experience :** Shall possess the following essential educational qualifications & experience as given below in the table:

ASSISTANT "A" (Admin./Finance/Stores/Desktop publishing)	ASSISTANT "A" (Secretarial Works)
A Bachelor's degree from a recognized university with good academic record, or equivalent; and	(i) A Bachelor's degree from a recognized university with good academic record, or equivalent; and (ii) Should have passed Lower grade English short-hand with a speed of taking dictation at 80 wpm and Higher grade English Typewriting with a speed of 45 wpm from a recognized Board/Institute.
Experience: Three (3) years of experience in Administration/Human Resource/Finance & Accounts/Stores & Purchase/ Secretarial works in Government Departments/Academic/Scientific Institutions/Autonomous Bodies/Research laboratories.	

Continued for Assistant "A"

Desirable Skills/Proficiency for Assistant "A"

(i) MBA or Post Graduate Degree/Diploma with specialization in Personnel Management/HRD/HRM/ Financial Management/Materials Management.

(ii) Knowledge of Central Government Administrative/Financial/Stores & Purchase Rules & Regulations.

(iii) **In case of Secretarial works:** Candidate shall be computer savvy with data entry skills, preparation of presentations (PPTs), good working knowledge in MS office and internet browsing.

(iv) **In case of Desktop publishing:** Candidate shall have completed a basic course in design tools such as Adobe Creative Suite (InDesign, Photoshop, Illustrator) with atleast one year experience in creation and layout design of various graphics for print and social media.

(v) Working knowledge in computerized and ERP environment.

(vi) Good interpersonal & communication skills and ability to multi-task will be an added advantage.

Job Requirement: Selected candidates are expected to be associated in any of the activities of General Administration/Establishment matters/Human Resource Management/Finance & Accounts/Stores & Purchase/Desktop publishing (design, layout & printing) and to manage secretarial works in Director's Secretariat.

02.

Post Code : **02**
Name of the post : **TECHNICAL ASSISTANT "A"**
No. of Posts : **Seven (7)***
Reservation : Unreserved (UR) = 04; Other Backward Class (OBC) = 01; Scheduled Caste (SC) = 01 and Economically Weaker Section (EWS) = 01
Pay level : **6 of 7th CPC**
Total emoluments: **Rs. 69,120/- approximately**
Age limit : Not exceeding 30 years
Mode of Recruitment: Direct recruitment
Mode of Selection : Competitive Written Examination (CWE) followed by Trade/Skill test.
Essential Qualification: B.Sc. in Physical Sciences (Chemistry as one of the subjects) OR Three (3) years full time Diploma in Civil/Mechanical/Metallurgical Engg. from a recognized University/recognized Board of Technical Education of Central or State Government.

***Subject wise Break of Posts to be filled-in is as follows:**

Degree/ Diploma in	Chemistry	Civil	Mechanical	Metallurgy	Total post to be filled-in
No. of posts subject wise to be filled-in	01	01	03	02	07

Desirable: a) Prior technical experience in Industry/R&D laboratories.
b) Good interpersonal & communication skills and ability to multi-task will be an added advantage.

Job description: The candidate will be attached to one of the Centres of Excellence to assist and provide technical support to the Scientific & Technical Staff in R&D projects/programmes OR Civil works. He/She shall be required to operate & maintain R&D equipment, instruments and look after the laboratory facilities or maintenance & repair of civil works. Shall also assist in any other allied works as assigned by the superiors from time to time.

NOTE: Technical Assistant post is an entry level post in technical category, therefore candidates with higher qualifications such as M.Sc./B.Tech./B.E./M.Tech./M.E./M.S. etc., will not be considered.

03.

Post Code : **03**
Name of the post : **TECHNICIAN "A"**
No. of Posts : **Three (3)***
Pay level : **4 of 7th CPC**
Total emoluments: **Rs. 51,300/- approximately**
Age limit : Not exceeding 28 years
Mode of Recruitment: Direct recruitment
Mode of Selection: Competitive Written Examination (CWE) followed by Trade/Skill test.
Reservation : Unreserved (UR) = 01; Other Backward Class (OBC) = 01 and Economically Weaker Section (EWS) = 01

Essential Qualification: (i) Matriculation/10th pass; and
(ii) 2 years full-time ITI in Welder/Turner/Electrician trade from a recognized Board of Technical Education of Central or State Government; and
(iii) 3 years technical experience in Industry/R&D laboratories.

***Subject wise Break of Posts to be filled-in is as follows:**

ITI in	Welder	Turner	Electrician	Total post to be filled-in
No. of posts subject wise to be filled-in	01	01	01	03

Desirable: Good interpersonal & communication skills and ability to multi-task will be an added advantage.

Job description: The candidate will be attached to one of the Centres of Excellence/Centres/Section. He/She shall provide assistance to the Scientific & Technical staff in field of operation & maintenance of R&D equipment instruments. He/She shall be responsible for timely cleanliness of laboratory facilities. Initially, depending on the work requirements, selected candidates may be attached to any non-technical section/centre and shall be ready to take up any work other than technical works.

NOTE: Technician "A" is an entry level post in Technician category, therefore candidates with higher qualifications such as Diploma/B.Sc./M.Sc./B.Tech./B.E./M.Tech./M.E./M.S. etc., will not be considered.

[From among the above categories, 1 post will be filled by a suitable person from among the Persons with Disabilities/Divyangjan {OH/HH/VH}].

Application Procedure:

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

A. Emoluments:

(i) Salary will be as per government norms in respective of pay level and gross emoluments which include basic pay, DA, HRA and Transport Allowance as applicable.

(ii) **Other Benefits:** In addition to the above emoluments, benefits such as New Pension Scheme (NPS), Gratuity, Group Insurance, Medical Reimbursement, Children Education Allowance, Leave Travel Concession (LTC) etc., are available and will be extended as per prevailing norms.

B. How to Apply:

Interested candidates fulfilling the above eligibility criteria shall necessarily submit their applications **ONLINE ONLY**. The online application should contain complete and definite information in respect of each of the columns. Applications received through any other mode (other than online)/Incomplete applications/applications without fees/fee details etc., will not be accepted and **will be summarily rejected.**

Before filling in the Online application, candidates are advised to read carefully instructions for online submission, general terms and conditions.

C. Application Processing Fee and Mode of Payment:

A Non-refundable application processing fee (for each post applied) shall be paid as follows through NEFT/RTGS/UPI to the following bank :

Bank TRANSFER DETAILS
Bank Name : Canara Bank
Branch : Kanchanbagh, Hyderabad -59
A/C in favour: International Advanced Research Centre for Powder Metallurgy & New Materials
Account No. : **1849106015365**
IFSC Code : **CNRB0001849**

For Assistant/Technical Assistant "A"/Technician "A" (Post codes 1 to 3):

General and OBC Category : Rs. 500/- (Rupees five hundred only).

SC/ST/EWS/PwD(Divyangjan)/Women : Rs. 300/- (Rupees three hundred only).

Note: (i) Please write bank transfer details in the space provided in online application (without bank transfer details online applications will be rejected).

(ii) Online Applications submitted by the candidates will not be considered in case, if NEFT/RTGS/UPI amount is not received by us by **26.08.2024.**

Last Date for Submission of Duly Filled-in Online Applications is 26th AUGUST, 2024

A. Selection Process & Examination Model:

(i) **Preliminary Screening/Short-listing:** A Committee as constituted by the Competent Authority, ARCI will screen the applications, taking into account the academic performance, relevance of the experience for the post applied and number of years of relevant experience (based on the data provided in on-line applications by the candidates) and such other parameters as deemed necessary for screening/short-listing. The Screened-in/short-listed candidates will have to undergo Competitive Written Examination (CWE)/Trade/Skill test as follows:

(ii) **Mode of Selection for:**

(a) **Selection for the post of Assistant "A":** will be through Competitive Written Examination (CWE) followed by skill test (typing test) for the Screened-in/Short-listed candidates for the post of **Assistant "A" (Admin./Finance/Stores/Desktop publishing).** However, candidates opting secretarial works, in addition to CWE shall have to undergo test in short-hand, typing and preparation of PPTs.

(b) Selection for the posts of Technical Assistant "A" and Technician "A": will be through Competitive Written Examination (CWE) followed by Trade test/Skill test in the relevant for the Screened-in/Short-listed candidates.

(iii) **Post-Wise Examination Details are given below**

Name of the Post	Total Marks & Duration	Written Examination Model Multiple choice Questions (MCQs)
Assistant "A" (Admin./Finance/ Stores/Desktop Publishing/ Secretarial works	200 marks 3 hours	**Section "A"– 150 marks (75 x 2 marks):** 75 MCQ questions based on Rules and Regulations in the functional areas of: (i) Establishment & Administration (ii) Finance & Accounts (iii) Stores & Purchase **Candidate may choose to answer any one of the 3 functional areas depending upon his/her experience and knowledge gained.** Each question in Section A above carries 2 marks and 1 mark will be deducted for each wrong/incorrect answer. **Section "B"– 50 marks (50 x 1 mark):** 50 MCQ questions in the following, each question carries 1 mark. No negative marking for wrong/incorrect answer. (i) General English (10 questions) (ii) General Knowledge & Current Affairs (20 questions) (iii) Test of Reasoning and Numerical Ability (20 questions)
Candidates opting for Secretarial works:		**Short-hand and Typing Test (50 marks):** In addition to the above, the candidates opting Secretarial works shall have to undergo examination for speed and accuracy in short-hand, typing and PPTs preparations. **(**i) Short-hand test **(20 marks)** (ii) Typing test **(20 marks)** (iii) Preparation of PPTs **(10 marks)**

Name of the Post	Total Marks & Duration	Written Examination Model Multiple choice Questions (MCQs)
Technical Assistant "A"	200 marks 3 hours	**Section "A"– 150 marks (50x 3 marks):** 50 MCQ questions in relevant subjects (in Chemistry for B.Sc. candidates and in the field of Civil/Mechanical/ Metallurgical Engineering for Diploma candidates. Each question carries 3 marks and 1 mark will be deducted for each wrong/incorrect answer.
		Section "B"– 50 marks (50x1 mark): 50 MCQ questions in the following, each question carries 1 mark. No negative marking for wrong/ incorrect answer. (i) General English **(10 questions)** (ii) General Knowledge & Current Affairs **(20 questions)** (iii) Test of Reasoning and Numerical Ability **(20 questions)**
Technician "A"	200 marks 3 hours	**Section "A"– 150 marks (50x3 marks):** 50 MCQ questions in relevant ITI trade/field i.e. Welder/Turner/Electrician. Each question carries 3 marks and 1 mark will be deducted for each wrong/incorrect answer.
		Section "B"– 50 marks (50x1 mark): 50 MCQ questions in the following, each question carries 1 mark. No negative marking for wrong/incorrect answer. (i) General English **(10 questions)** (ii) General Knowledge & Current Affairs **(20 questions)** (iii) Test of Reasoning and Numerical Ability **(20 questions)**

(iv) Merit List: Based on the marks secured in Competitive Written Examination, a merit list in order of marks obtained by the candidates will be drawn for each of the posts advertised above/category-wise etc. However, in case of candidates opting secretarial works, the marks secured in short-hand, typing test and PPTs will be taken into account while preparing their merit list.

(v) Trade/Skill Test (for Assistant "A", Technical Assistant "A" and Technician "A"): Candidates screened-in CWE shall have to attend typing skill test for the post of Assistant "A"(Admin./ Finance/Stores/Desktop publishing) and Trade/Skill test in the relevant field (Chemistry praticals/Civil/ Mechanical/Electrical/Welding/Turner) for the post of Technical Assistant "A" and Technician "A" posts respectively. The number of candidates to be called for trade/skill test from among the candidates of the merit list prepared based on the marks secured in CWE will be upto 6 times the number of vacancies to be filled-in. Trade/Skill test shall be of 1/2 hour duration and of qualifying nature, purely on "go-no-go" basis and marks obtained in the trade/skill test shall not be considered for final selection.

(vi) Final Selection for Assistant "A", Technical Assistant "A" and Technician "A": The final selection will be purely, based on the marks secured by the candidates in Competitive Written Examination only, subject to clearing Trade/Skill test.

Tentative Schedule for Competitive Written Examination and Trade /Skill				
Sl. No.	**Posts**	**Tentative Date for CWE**	**Tentative Date For Trade/Skill test**	**Examination Centre**
01.	Assistant “A”	**22nd September, 2024 (Sunday)**	**6th October, 2024 (Sunday)**	**Hyderabad**
02.	Technical Assistant "A"			**Hyderabad**
03.	Technician "A"			**Hyderabad**

Examination Centre: Examination, Trade/Skill test will be conducted in Hyderabad only.