



INTERNATIONAL ADVANCED RESEARCH CENTRE FOR POWDER METALLURGY AND NEW MATERIALS (ARCI)

(An Autonomous R&D Centre of Dep. of Science & Tech., Govt. of India)

Balapur Post, HYDERABAD – 500 005., TELANGANA.

Advt. No. ARCI/HRD/RECT/2/2014

RECRUITMENT OF ASSISTANTS

ARCI, Hyderabad invites applications in prescribed form from dedicated and committed candidates having a consistently good academic record to fill-up the posts of **Assistant Grade “A”** on direct recruitment basis.

ASSISTANT GRADE “A”

Number of Posts: 5 (five) ; Reservation: 2 UR; 2 OBC; 1 ST

Pay band: ₹ 5,200 - 20,200/-

Grade pay: ₹ 2,800/- (total emoluments : ₹ 29,328/-).

Age limit: Not exceeding 28 years (relaxable up to 35 years, in case of Government employees).

Qualification & Experience:

Essential: Degree from a recognized university with good academic record PLUS minimum **3 years** experience in the grade pay of ₹ 2,400/- in Administration/Human Resource/Finance & Accounts/Stores & Purchase in Government Departments/Scientific Institutions.

Desirable:

- (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 and Purchase Rules & Regulations.
- (iii) Working knowledge in computerized & ERP environment.
- (iv) Good communication skills and ability to multi-task will be an added advantage.

Job Requirement	The candidates are expected to be associated in any one of the activities of General Administration, Establishment matters, Human Resource Management, Finance & Accounts and Stores & Purchase.
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* **Total gross emoluments (as per Revised Pay Rules, 2008) at minimum of the basic pay/pay band, inclusive of grade pay, DA at current rates, HRA and Transport Allowance.**

Other Benefits: In addition to the above emoluments, benefits such as New Pension Scheme (NPS), Gratuity, Group Insurance, Medical Reimbursement, Children Education Allowance and LTC are available.

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

Email Submission: Completed Applications are to be submitted as an attachment by email to: **hrd@arci.res.in**

By Post: In case, the applicants face difficulty in email submission of their applications, they may please send the same to: **THE DIRECTOR-ARCI, Post Box No. 312, Hyderabad GPO, HYDERABAD-500 001, on or before 30th August, 2014.** The applications should be sent by ordinary post only in a cover superscribed "Application for the post of **Assistant Grade "A"**."

GENERAL TERMS AND CONDIDTIONS

1. Candidates shall use prescribed application form only.
2. For email submission, insert scanned photo and signature (if possible) at the space provided in the application form at page no. 1 and scanned signature at page no. 6. Application can be sent **as an attached word document file or PDF file** (not in picture formats like JPEG, TIFF etc.).
3. In case of applications submitted through email, a hardcopy of the application, duly supported by attested copies of educational qualifications/experience/caste certificates etc., is to be submitted at the time of interview.
4. The candidates should note that the details provided by them in their application are taken on their face value and the onus of proving the correctness and authenticity of the same, as and when required, lies with the candidates.
5. Applications from candidates working in Government Departments, Universities/ Recognized research institutions/Semi-government, Statutory or Autonomous Organizations shall be considered only if they are forwarded **through Proper Channel** along with **No Objection Certificate**. However, **an advance copy** of the application should reach us by email/post well before the last date.
6. Period of experience mentioned against the above said post shall be counted from the date of acquiring the prescribed essential qualifications (from recognized universities/Institutions).
7. Age limit, and/or experience can be relaxed by the Competent Authority in case of exceptionally meritorious candidates.
8. Number of vacancies is provisional and the total number of posts to be filled-in shall depend upon the actual vacancies available at the time of recruitment vis-à-vis the need and will depend on the availability of requisite talent among those who have applied for the post.
9. Total emoluments (as per Revised Pay Rules, 2008) as shown against post include allowances as admissible under the Central Govt. rules as applicable to ARCI.
10. **Selection Procedure: Selection of candidates shall be through written test and/or personal interview for the screened-in candidates who meet the requirements of the post advertised.**
11. Mere fulfilling the minimum prescribed qualifications and experience will not vest any right in a candidate to be called for written test/personal interview. ARCI reserves the right to screen/shortlist candidates depending upon the number of vacancies and applications received, etc., and also to decide the modalities for recruitment whether through Written Test or Personal Interview or both and the venue/schedule thereof.

12. In all matters relating to this advertisement and subsequent processing, the decision of the Competent Authority, ARCI will be final and binding.
13. ARCI reserves the right to cancel/restrict/modify/alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
14. **Travelling Expenses:** Only outstation candidates who qualify written test and are called for personal interview will be reimbursed single to & fro second class rail fare/ordinary bus fare (from station-to-station) by shortest route as admissible, on production of tickets.
15. **Reference letters:** Candidates are requested to provide complete name, designation and full postal address with phone/fax & e-mail ID of 3 referees. One of the referees should be preferably from the current/most recent employer or immediate superior. At the time of personal interview, the candidates shall produce reference letters from the referees.
16. The 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 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 email application.
17. **Applications received late for any reason whatsoever, or incomplete in any manner, shall not be considered. Interim enquiries and canvassing, in any form, will not be entertained.**
18. **Last date for receipt of filled-in applications is 30th AUGUST, 2014.** In respect of candidates from Andaman, Nicobar & Lakshadweep islands, Jammu & Kashmir, states/Union Territories of the North Eastern Hill region, Lahaul & Spiti, Sikkim & Pangi Sub-divisions of Chamba Districts of Himachal Pradesh the last date for receipt of filled-in application shall be **5th September, 2014.**