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, India

Advt. No. ARCI/HRD/RECT/3/2019

RECRUITMENT OF ADMINISTRATIVE & TECHNICAL STAFF

LAST DATE FOR SUBMISSION OF ONLINE APPLICATIONS IS 30th DECEMBER, 2019

ARCI is an autonomous R&D centre of Department of Science & Technology, 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 with modern facilities and intellectual freedom for motivated individuals to realize their full creative potential. ARCI currently has openings for filling-up of **Administrative and Technical posts** on direct recruitment basis. Online applications are invited from interested and dedicated Indian citizens having consistently good academic record and relevant experience to fill the following Regular posts:

A.   Job Description & Eligibility Criteria

Sl. No	Name of the Post with Details Job Description/Qualification & Experience
1.	**Technical Assistant "A"** **Post code** : 01 **No. of posts** : **01 (one) (Reserved for ST only)** **Pay Level : 6** **Age limit**: Not exceeding 30 years **Total Emoluments : Rs. 54,126/-(approximately)** **Mode of Recruitment**: Direct **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. He/She shall be required to operate & maintain R&D equipment, instruments and look after the laboratory facilities. Shall also assist in any other allied works as assigned by the superiors from time to time. **Essential Qualification:** Bachelor's degree in Physical Sciences (Physics/Chemistry as one of the subjects) or three years Diploma in Metallurgical/ Mechanical/Ceramic Engineering from a recognized University/ recognized Board of Technical Education of Central or State Government. **Desirable Qualifications/Skills/Proficiency:** (i) Prior technical experience in industry/R&D laboratories. (ii) Good interpersonal & communication skills and ability to multi-task will be an added advantage. **NOTE: Technical Assistant 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.**

Sl. No	Name of the Post with Details Job Description/Qualification & Experience
2.	**Assistant "A"** **Post code** : 02 **No. of posts** : 05 (five) **Pay Level** : 5 (UR:01; OBC: 01; SC:01; ST:01 and EWS:01) (3 posts are for Admin./Finance/Stores and 2 posts are for Secretarial works) **Total Emoluments :** **Rs. 45,384/-(approximately)** **Age limit** : Not exceeding 28 years (relaxable up to 35 years, in case of deserving Government employees and employees of Scientific Organizations).

Mode of Recruitment: Direct

Job Requirement: The 3 selected candidates are expected to be associated in any of the activities of General Administration, Establishment matters, Human Resource Management, Finance & Accounts, Stores & Purchase and 2 of them will be associated to manage secretarial works pertaining to senior officials.

Essential Qualification & Experience:

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

Desirable Qualifications/Skills/Proficiency:

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

(ii)   Working knowledge in computerized and ERP environment.

(iii)   In case of Secretarial works, the candidate should be computer savvy with data entry skills, preparation of presentations, good working knowledge in MS office and internet browsing.

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

NOTE: **Assistant is an entry level post in Administrative cadre, therefore candidates already working in higher posts/higher pay levels/Scales etc., will not be considered.**

Sl. No	Name of the Post with Details Job Description/Qualification & Experience
3.	**Technician "A"** **Post code** : 03 **No. of posts** : **05 (five)** (UR:04 and OBC:01) **Pay Level** : **4** **Age limit**: Not exceeding 28 years **Total Emoluments :** **Rs. 40,167/-(approximately)** **Mode of Recruitment**: Direct **Job description:** The candidate will be attached to one of the Centres of Excellence. He/She shall provide assistance to the Scientific & Technical staff in operation & maintenance of R&D equipment and instruments. Shall be 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 take up any work other than technical works. **Essential Qualification:** (i) Matriculation/10th pass (ii) 2 years full-time ITI in Mechanical (Fitter/Turner/Machinist/ Welder), Electrical, Electronics & Instrumentation from a recognized Board of Technical Education of Central or State Government; and (iii) 3 years technical experience in Industry/R&D laboratories. **Desirable Skills** (i) Good interpersonal & communication skills and ability to multi-task will be an added advantage. **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.**

UR: Unreserved; **EWS:** Economically Weaker Section; **OBC:** Other Backward Class;
SC: Scheduled Caste; **ST:** Scheduled Tribe

Out of total 11 posts, one post will be filled by a suitable person from among the Persons with Disabilities/Divyangjan (OH/HH/VH).

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

B. Emoluments:

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

(ii) **Other Benefits:** In addition to the above, benefits such as New Pension Scheme (NPS), Gratuity, Group Insurance, Medical Reimbursement, Children Education Allowance, Leave Travel Concession (LTC) and subsidized canteen facilities are available.

C. 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) 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.

D. Application Fee and Mode of Payment:

A Non-refundable application fee (for each post applied) shall be paid as follows, in the form of **Demand Draft drawn in favour of "ARCI, Hyderabad":**

General and OBC Category   **: Rs. 300/- (Rupees three hundred only).**
SC/ST/EWS/PwD(Divyangjan)/Women **: Rs. 150/- (Rupees one hundred and fifty only).**

Note: (i) Please write your Online Application Registration No., Name, Category, Post applied for, and Contact No., on the back side of your DD.

(ii) Online Application submitted by the candidate will not be considered in case if Demand Draft is not received by us by **10.01.2020.**

DD to be sent by speed-post to: "Human Resource Development", International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI), RCI-Airport Road, Hyderabad – 500 005., Telangana State.

E. 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) as follows:

(ii) Mode of Selection:

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

(b) Selection for the post of Assistant "A" will be through Competitive Written Examination (CWE) for the Screened-in/Short-listed candidates. However, candidates opting secretarial works, shall have to additionally undergo test in short-hand, typing and preparation of PPTs.

(iii)   Post-Wise Examination Details are given below

Name of the Post	Total Marks & Duration	Written Examination Model
Technical Assistant "A"	200 marks 3 hours	**Section "A"– 150 marks:** 50 questions in relevant subjects (Physics & Chemistry for B.Sc. candidates and Ceramics/ Mechanical/Metallurgy for Diploma candidates). Each question carries 3 marks and 1 mark will be deducted for each wrong/incorrect answer.
		Section "B"– 50 marks: 50 questions of multiple choice/fill-in the blanks and each question carries 1 mark. No negative marking for wrong/incorrect answer. (i) General Knowledge & Current Affairs (25 questions) (ii) Test of Reasoning & Numerical Ability (25 questions)
Assistant "A"	150 marks 2 1/2 hours	**I. For Assistant "A" (Admin./Finance/Stores) – 3 posts** **Section "A"– 80 marks:** Questions will be Descriptive & Short bits based on Rules and Regulations in the functional areas of (i) Administration & HR (ii) Finance & Accounts and (iii) Stores & Purchase Candidates may choose to answer any one of the 3 functional areas depending upon his/her experience and knowledge gained. **Section "B" to Section "E" – 70 marks:** 70 questions of multiple choice/fill-in the blanks and each question carries 1 mark. No negative marking for wrong/incorrect answer. **Section "B" (20 marks**) General Knowledge & CurrentAffairs **Section "C" (20 marks**) Test of Reasoning **Section "D" (20 marks**) Numerical Ability and **Section "E" (10 marks**) Computer Knowledge II. **For Assistant "A" (Secretarial works) – 2 posts** **Section "A"– 80 marks (50+30)** **50 Marks** (1) Multiple choice, Descriptive & Short bits questions based on Rules and Regulations in the functional areas of (i) Administration & HR (ii) Finance & Accounts and (iii) Stores & Purchase Candidates may choose to answer any one of the 3 functional areas depending upon his/her experience and knowledge gained. **30 Marks:** Examination will be on short-hand, typing and preparation of PPTs to assess the accuracy and speed etc.

Name of the Post	Total Marks & Duration	Written Examination Model
		II. **For Assistant "A" (Secretarial works) – 2 posts – Contd..** **Section "B" to Section "E" – 70 marks:** 70 questions of multiple choice/fill-in the blanks and each question carries 1 mark. No negative marking for wrong/incorrect answer. **Section "B" (20 marks**) General Knowledge & CurrentAffairs **Section "C" (20 marks**) Test of Reasoning **Section "D" (20 marks**) Numerical Ability and **Section "E" (10 marks**) Computer Knowledge
Technician "A"	200 marks 3 hours	**Section "A"– 150 marks:** 50 questions in relevant ITI trade/field Mechanical (Fitter/Turner/Machinist/Welder), Electrical and Electronics & Instrumentation. Each question carries 3 marks and 1 mark will be deducted for each wrong/incorrect answer.
		Section "B"– 50 marks: 50 questions of multiple choice/fill-in the blanks and 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.

(v)   Trade/Skill Test (for Technical Assistant "A" and Technician "A"): Candidates screened-in CWE shall have to attend Trade/Skill test in the relevant field. 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 8 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.

F.   Final Selection: 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 Test				
Sl. No.	Post	Tentative Date for CWE	Tentative Date For Trade/skill test	Examination Centre
01.	Technical Assistant "A"	**18.01.2020 (Saturday)**	**19.01.2020 (Sunday)**	**Hyderabad**
02.	Assistant "A"	**25.01.2020 (Saturday)**	**-**	**Hyderabad**
03.	Technician "A"	**01.02.2020 (Saturday)**	**02.02.2020 (Sunday)**	**Hyderabad**

Examination Centre: Examination and Trade/Skill test for all the posts advertised above will be conducted in Hyderabad only.