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

(An Autonomous R&D Centre of Department of Science & Technology, Government of India)
ARCI-Liaison Office, Plot No. 102, Institutional Area, Sector 44
Gurugram (NCR-Delhi) - 122 003, HARAYANA.
Phone No. . 0124-2570215 , Email : hrd@arci.res.in

Advt. No. ARCI/HRD/Projects/1/2025

WALK-IN INTERVIEWS
FOR ENGAGEMENT OF PROJECT STAFF
Last Date for Submission of Applications 14ᵗʰ July 2025.

ARCI is looking to engage suitable project staff through **walk-in personal interviews** to work in time-bound sponsored projects being operated at ARCI- Liaison Office, Gurugram. The project staff will be engaged on a full-time contract basis on a consolidated remuneration, initially for a period of one year with the provision of extension of contract on a yearly basis or as per requirements of the time-bound sponsored projects. All these positions are temporary in nature and co-terminus with the duration of the time-bound sponsored projects.

The following positions are available, the selected candidates will be posted at ARCI's liaison Office located at Gurugram (National Capital Region (NCR)-Delhi), Haryana OR New Delhi. Interested candidates meeting the requirements may submit their duly filled in applications (as per format) by email to: **hrd@arci.res.in.**

Sl. No	Name of the posts with Details	Qualification & Experience
01	**Post Code: 01** **IT - Professional** **No. of Posts** : 01 (One) **Upper Age Limit** : Not exceeding 40 years **Monthly Fixed Emoluments :** **Rs. 60,000/- to Rs. 1,00,000/-** **Sponsored Project:** GLP Project **Walk-in Interviews will be held on 17/07/2025 (Thursday Forenoon).**	**Qualifications:** B.E./B.Tech./ MCA /M.Tech in Computer Science/ Information Technology or equivalent branch from any recognized University/Institution. **Experience:** At least 2 years of hands-on experience in Web Application Development on .NET platform and back-end (webserver) programming & scripting. In addition to any of the above, the candidate should be technically qualified with the following skills: a**) .NET Framework**: C#, ASP.NET, ADO.NET and Web API development. b) Front-end-technologies like HTML, CSS, JavaScript. c) Database to include SQL Server. d) Cloud platforms and development methodologies. e) Windows System Administration & Database Administration **Desirable:** The candidate should be familiar with web standards, knowledge of website management tools and strong troubleshooting and analytical abilities, government guidelines on web management. Preference will be given to those who have working experience in Government organizations. **Job Requirement:** The primary responsibility of the IT-Professional would be Development & maintenance of Portal to include but not limited to make it dynamic and responsive, improvise the current functionalities. Further, regular updation and maintenance of the Bug and vulnerabilities fixing, as prescribed by NIC or as per GoI rules/directions. In addition, IT Professional is required to be involved in data science/analytics/dynamic dashboard related work, and any other IT related work by Sponsoring Agency/ARCI. The IT Professional must INDEPENDENTLY develop & manage all the activities w.r.t. the portal at his/her own.

Sl. No	Name of the posts with Details	Qualification & Experience
02.	**Post Code: 02** **Project Analyst** **No. of Posts** : **01 (One)** **Upper Age Limit** : Not exceeding 35 years **Monthly Fixed Emoluments: Rs. 60,000/-** **Sponsored Project:** PMU Project **Walk-in Interviews will be held on 17/07/2025 (Thursday Afternoon).**	**Qualifications**: Master's Degree in Social Sciences or equivalent from a recognized University/Institute. **Experience:** Minimum 1 year experience in study/research impact analysis of government schemes/ programmes. **Desirable:** (a) Shall be able to understand, study the data generated, and analyze its impact under different schemes and various parameters. (b) Shall be able to carry out quick and accurate analysis of the data. (c) Shall be able to generate timely impact reports. (d) Good communication skills will be an added advantage. **Job Requirement:** The candidate selected will be responsible for analyzing the data generated and carry out impact analysis from time to time. Active participation in the entire sponsored project activities is expected.
03.	**Post Code: 03** **Project Data Entry Operator** **No. of Posts** : **01 (One)** **Upper Age Limit** : Not exceeding 35 years **Monthly Fixed Emoluments: Rs. 24,000/-** **Sponsored Project:** PMU Project **Walk-in Interviews will be held on 17/07/2025 (Thursday Evening).**	**Qualifications**: B.Sc. in Science and technology area (s)/three (3) years full time Diploma in Computers or equivalent OR Any graduate from a recognized University/Institute. **Experience shall be in office management in an IT environment as given below:** (i) Two (2) years' experience for B.Sc./Diploma candidates. (ii) Five (5) years' experience for any graduate. **Desirable:** (a) Working experience in a similar area or in an organization involving in data processing and handling. (b) Shall possess very good computer (MS Office) knowledge with good typing speed. (c) Good communication skills and ability in multi-tasking will be an added advantage. **Job Requirement:** The candidates selected will be responsible for day-to-day operation of the scheme involving in handling of large data, their processing and timely completion with accuracy. Shall be able to Update, maintain and retrieve information held on computer system/portal. Shall be able to understand data issues, ability to work quickly & accurately, and pay attention to detail. Active participation in the entire sponsored project activities is expected.

Sl. No	Name of the posts with Details	Qualification & Experience
04.	**Post Code: 04** **Young Professional (YP)/** **Project Executive** **No. of Posts : Two (02)** **Upper Age Limit** : Not exceeding 40 years **Monthly Fixed Emoluments:** **Rs. 40,000/- to Rs. 60,000/-** **Sponsored Project:** GLP Project **Walk-in Interviews will be held on 18/07/2025 (Friday Forenoon).**	**Essential:** Bachelor degree in any discipline from a recognized University **Experience:** Minimum 2 years of experience in project management/ organizing and coordinating programmes/scientific events/ workshops/meetings and other scientific activities including providing logistic support etc. **Desirable:** (a) Post Graduate preferably MBA/PG Diploma in management. (b) Should have good working knowledge of technology-based skills on the computer and ability to work on ICT applications. (c) Should also possess strong communication and interpersonal skills. **Job Requirement:** The candidates selected will be responsible for executing the entire project work and providing logistics and operational support in the sponsored project. This includes organizing meetings, events, workshops, brainstorming meetings in Delhi and outside Delhi, arrangements for logistics and travel support to the experts, processing the bills/reimbursements for the travel and stay by the experts, report writing and any other work as and when required during the project implementation phase.
05	**Post Code: 05** **Project Assistant** **No. of Posts : One (01)** **Upper Age Limit** : Not exceeding 32 years **Monthly Fixed Emoluments :** **Rs. 35,000/- to Rs. 50,000/-** **Sponsored Project:** GLP Project **Walk-in Interviews will be held on 18/07/2025 (Friday Afternoon).**	**Essential:** Graduation from a recognized University. **Experience:** Minimum 2 years of experience with knowledge of noting, drafting, file management, coordination, etc. **Desirable:** (a) Should have good working knowledge of technology-based skills on the computer and ability to work on ICT applications. (b) Should also possess strong communication and interpersonal skills. **Job Requirement:** The candidates selected will be responsible for executing the entire project work and providing logistics and operational support in the sponsored project. This includes organizing meetings, events, workshops, brainstorming meetings in Delhi and outside Delhi, arrangements for logistics and travel support to the experts, processing the bills/reimbursements for the travel and stay by the experts, report writing and any other work as and when required during the project implementation phase.

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

1. Application Procedure:

Eligible candidates may submit their duly filled in application as per format by email at: **hrd@arci.res.in.** **The last date for receipt of duly filled-in applications with supporting documents (educational , experience certificates etc.,) by email is 14th July 2025 (Monday).**

2. Screening/Short-listing and Selection Process

   a) Mere fulfilling the minimum prescribed qualifications and experience will not vest any right in a candidate for being called for personal interview/skill test (for Project Data Entry Operator). ARCI reserves all rights to screen the applications and short-list candidates to be called for personal interview/skill test (for Project Data Entry Operator).

   b) Eligible candidates will be provisionally shortlisted based on the details provided by them in their applications submitted.

   c) Screening/shortlisting will be done by a committee based on academic qualifications, relevant work experience as provided by the candidates in their applications.

   d) Shortlisted candidates' list for walk-in personal interview will be displayed on ARCI website.

   e) The shortlisted candidates for walk-in personal interview will be informed by email and interview details are given below:

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Walk-in Interview Details

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Sl. No.	Name of the post	No. of posts	Date of Interview	Reporting Time for Interview	Walk-in Interview Venue
01.	IT-Professional	1	17/07/2025 (Thursday Forenoon)	0830 hours	**ARCI-Liaison Office, Plot No. 102, Institutional Area, Sector 44, Gurugram (NCR-Delhi) - 122 003, HARAYANA.**
02.	Project Analyst	1	17/07/2025 (Thursday Afternoon)	1230 hours	
03.	Project Data Entry Operator	1	17/07/2025 (Thursday Forenoon and Evening)	0900 hours (Skill test) & 1530 hours (Personal Interview)	
03.	Young Professional/ Project Executive	2	18/07/2025 (Friday Forenoon)	0830 hours	
04	Project Assistant	1	18/07/2025 (Friday afternoon)	1330 hours	

3. Place of posting:

Depending on the requirements of the time-bound sponsored projects, the selected Project Staff will be posted either at ARCI Gurugram/Funding Agency, New Delhi. Candidates selected for GLP project may require to undertake travels (including outstation) as per the requirement of the project. In case, if deputed for outstation travel, he/she would be paid TA/DA/local transport as per project staff travel norms.

4. Project Staff Tenure:

Initially, the selected Project Staff shall be engaged for a period of one year or co-terminus with the duration of the sponsored project duration. However, the project staff tenure shall be renewable annually, subject to satisfactory performance. The term of contract may be reduced at the discretion of the Competent Authority, ARCI, before making the offer of contract. After the contract is signed/accepted, ARCI may terminate the contract by giving one month's notice in writing to the other party without assigning any reason. The extended tenure shall be up to maximum duration of time-bound sponsored project (s), subject to sponsored projects requirements.

5. Monthly Fixed Emoluments/Consolidated Remuneration (In case of GLP Project): The Selection committee will recommend and fix the final amount of remuneration based on the credentials, qualifications, relevant experience, aptitude/skills of the candidate. The tentative amounts indicated above are all inclusive and would include all taxes also (if any). No other incidental expenses viz., transport, telephone, medical etc., would be paid.

GENERAL TERMS AND CONDIDTIONS

01. Only Indian nationals need to apply.

02. In case, if the candidate is shortlisted for walk-in personal interview/Skill test, he /she shall bring hard copy of application submitted by email, duly supported by self-attested photocopies of educational (SSC/SSLC/ Matriculation, Degree), experience certificates (for all the experience claimed), caste (in case of SC/ST/OBC/EWS) certificate, passport size photograph, AADHAR Card/Any other Govt. issued ID document (for identity proof)/testimonials and produce all originals for verification. All the certificates to be submitted in original for verification at the time of personal interview/skill test. Any other document, if deemed necessary may be demanded by ARCI during the selection process/before joining.

03. **Age Limit:** Age should not exceed the limit indicated as on the closing date for submission of applications. 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 relevant certificate in the prescribed form (duly attested photocopy) issued by the competent authority in support of the claim as belonging to SC/ST/OBC/EWS/PH must be uploaded.

04. Period of experience mentioned against the above said post(s) shall be counted from the date of acquiring the prescribed essential qualifications that are obtained from recognized universities/Institutions.

05. Candidates may please note that depending on the requirements/availability of Project Staff vacancies in time-bound sponsored projects, the number of Project Staff positions to be actually to be filled-in will be decided.

06. The total number of positions as given is provisional and the total numbers to be filled-in shall depend upon the actual requirement 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 posts.

07. Mere fulfilling the minimum prescribed qualifications/experience will not vest any right in a candidate for being called for walk-in personal interview/skill test.

08. ARCI reserves the right to restrict the number of candidates to be called for personal interview/skill test to a reasonable limit. Therefore, ARCI reserves the right to call or not to call a candidate for walk-in personal interview/skill test.

09. Consolidated salary as shown against posts represents the minimum emoluments, inclusive of all applicable allowances. ARCI reserves all rights to screen the applications and short-list candidates to be called for personal interview/skill test. The candidates selected will not be entitled for any benefits or concessions admissible to regular employees.

10. If a candidate is presently employed in a government organization, should submit **"No Objection Certificate"** at the time of personal interview.

11. ARCI reserves the right to revise/reschedule/cancel/suspend the engagement process, if the need so arises, without assigning any further notice or reason therefore.

12. Age limit, qualification and/or experience may be relaxed by the competent authority in case of exceptionally meritorious candidates**.**

13. Since, the projects are time-bound with short gestation period and committed deliverables requiring expertise in very specific fields. Accordingly, experience in relevant fields is very critical. Therefore amongst the candidates meeting the essential qualifications, those having requisite experience will be given preference over the other candidates.

14. The particulars furnished by the candidate in the application form will be taken as final, and data entry is processed by the computer, based on these particulars only. Candidates should, therefore, be careful while filling in the details/uploading etc. Candidates also should note that the details provided by them in their application are taken at their face value and the onus of proving the correctness and authenticity of the same, as and when required, lies with the candidates.

15. Candidates selected for the above posts will be offered purely temporary appointment on contractual basis to work in the time-bound sponsored. They shall not have any right, whatsoever to claim regular appointment or permanent absorption in ARCI/sponsoring agency. Selected candidates will be posted at ARCI Liaison Office Gurugram/ Sponsored Agency, New Delhi, depending on the requirements of the projects as given above.

16. Term of the contract engagement will be co-terminus with the Projects or earlier, purely based on the performance of the candidate appointed.

17. The contract will be reviewed every year. Depending on quantum and quality of output during the year, as assessed by an Expert Committee, the contract may be extended or terminated.

18. **Reference details:** The candidate is requested to give complete name, designation and full postal address with phone/fax & e-mail ID of referees. One of the referees should be preferably from the current/most recent employer or immediate superior. The referees listed should ideally be closely familiar with the candidate's professional work or familiar with the candidate as his/her professor/lecturer.

19. I**ncomplete applications/applications without required essential documents shall not be considered. Interim enquiries will not be entertained.**

20**. No TA/DA will be paid for attending walk-in personal interview/skill test or for joining (if selected)**.

21. In all matters relating to this advertisement and subsequent processing, the decision of the competent authority, ARCI will be final and binding

22. Canvassing or bringing in any influence in any form shall be considered as disqualification.

23**. Candidates are requested to note that, request for change of walk-in interview date/time/venue/mode of interview will not be entertained. Candidates short-listed for walk-in interview should make their own arrangements for accommodation.**

24. Candidates are advised to visit ARCI website **http://www.arci.res.in/careers** periodically for further information and updates pertaining to this advertisement, (for information on list of short-listed/selected candidates, details of personal interview etc.)

25. **Last date for receipt of filled-in applications by email is <u>14th July 2025.</u>**