CSIR-NATIONAL CHEMICAL LABORATORY
PUNE 411 008

No. Jigyasa/WM/PA/2021-01 **Date: 22nd July, 2021**
Division: Science Communication Section

N O T I C E

Sub:Filling up of Eight (8) positions for engagement for Senior Project Associate (1 position), Project Associate II (4 positions), Project Associate I (1 position), and Scientific Administrative Assistant (2 positions).

Applications are invited by email for filling up of Senior Project Associate (1 position), Project Associate II (4 positions), Project Associate I (1 position), Scientific Administrative Assistant (2 positions) 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:

Project Title: Jigyasa 2.0: Virtual Laboratory Integration

Senior Project Associate / SPA - One position
Upper Age Limit – 40 years
Consolidated emoluments per month: Rs. 42,000 + HRA as per rules

Minimum prescribed educational qualifications:

(i) MSc / MTech / BSMS degree or Bachelor's degree in Engineering or Technology or Medicine degree from recognized university or equivalent and

(ii) Four year experience in Research & Development in Industrial and Academic Institutions or Science & Technology Organisations and Scientific activities and services and sound working knowledge of MS-office.

OR

(iii) Doctoral degree in Science / Engineering / Technology / MD / MS from a recognized University or equivalent

With High proficiency in English speaking, writing and sound knowledge of working with MS-office.

Desirable experience:

Minimum 1-2 year experience in conducting and organizing the science outreach activities, develop content, compile relevant information, organize events, training programs / workshops, develop reports and any other work that involves outreach of science (for school students upto 12th grade). The candidate is expected to carry out administrative works and follow up with different departments of organisation and stakeholders. Preference will be given to experienced and matured candidates.

Job requirement:

Candidates having sufficient experience in developing school level (upto 12th grade) PCMB experiments for students for demonstration purpose may apply. The candidate is expected to analyze and apply recent trends of outreach programs, visit schools and junior colleges to popularize Jigyasa programs and deliver popular talks, carry out science demonstrations etc. In addition, capable of creating innovative models, DIY kits etc. The candidate is also expected to provide administrative assistance, design plans, data & documents management and as per the requirement. The candidate should be willing to work both from home / office and willing to work beyond office hours to meet deadlines and capable of handling work pressure.

Project Associate II / PAII – Four positions.
Upper Age Limit – 35 years
Consolidated emoluments per month: Rs. 28,000 + HRA as per rules

1. **Project Associate II – One position:**

Minimum prescribed educational qualifications:

Masters in computer engineering or MCM / MCA /MCS from recognized university or similar recognized software development degree with proven professional / technical experience, demonstrating an understanding of applications at a functional and technical level with two year experience. High proficiency in English speaking and writing.

Desirable experience:

Preference will be given to the candidates in software development, data management and working experience in Git: may Operate, maintain applications running Git and GitHub/Gitlab. Push and upload content on git, troubleshoot etc. Linux: with working experience / knowledge of Linux OS internals, managing & trouble shooting Linux servers in production settings, Backups, OS security, PhP, Java / JavaScript programming, software development & coordination works with external & internal client base. Added experience in data management, data compilation, working experience in HTML5, Bootstrap CSS, Bootstrap JS, PHP Version 7.2.5 and Mysql Database, maintain website of jigyasa in-house, in addition well conversant with MS-Office. The candidate is also expected to assist in managing/carrying out other administrative works. Great communication skills and proven ability to work as part of team and also take lead. Experience of working with School and Post graduate students.

Job requirement:

To upload, manage data and push to git, upload and maintain, trouble shoot, back end programming etc. To assist in conducting and organizing the outreach activity, develop and maintain website / webpage for outreach, search, compile relevant information, organize events, training programs and prepare reports. The candidate is also expected to provide administrative assistance, design plans, data & documents management and as per the requirement. The candidate should be willing to work both from home / office and beyond office hours to meet deadlines and capable of handling work pressure.

2. **Project Associate II – One position:**

Minimum prescribed educational qualifications:

Master's in computer engineering or animation or Masters in appropriate discipline or Bachelor's in computer engineering / animation/ with two year experience in animation / or an appropriate degree from a recognized university, with specialization in animation and making animated videos, using FOSS, web design, multimedia design, video editing, graphics etc. Two year working experience in animation. Sufficient experience of planning and developing storyboard, script writing on science related topics, interviewing eminent personalities for making short movies, video editing, compiling, making cartoons / sketches, MS-office and as per the requirement. High proficiency in English speaking and writing.

Desirable experience:

Preference will be given to the candidates having working experience / exposure to git, linux, html, javascript etc. software development, data management MS-Office will be helpful. Previous experience of working with School and Post graduate students for outreach activities will be preferred. Fluency in English speaking and writing. Minimum 1-2 year experience related to Storyboard formation, having artistic abilities in story-telling, visualization, adding special effects, animation, script writing, making videos using FOSS tools. Having knowledge of creating science games and commercial experience for creating animations would be preferred.

Job requirement:

Ability to interpret ideas into hand and computer drawings / sketches. Speaking to scientists and students. Basic conceptual understanding of K-12 content (STEM, English). Ability to work quickly and accommodate last-minute changes. Knowledge of various styles and genres in animation. It will be appreciated if candidate is skilled in all areas of 3D animation and have strong understanding of animation principles. Be a quick learner and master new FOSS tools, process and pipelines. The candidate is also expected to provide administrative assistance, design plans, data, documents management and as per the requirement. The candidate should be willing to work both from home / office and beyond office hours to meet deadlines and capable of handling work pressure.

3. Project Associate II – One position:

Minimum prescribed educational qualifications:

Master's degree in Science Communication or Journalism or Master's degree in Science / Social Science with post graduate diploma in Journalism / mass communication with two year experience in science writing / news writing / content creation and development. Having expertise / working knowledge of canvapro, MS office etc. will be required. High proficiency in English speaking and writing.

Desirable experience:

Preference will be given to the candidates having 1-2 year experience in journalism / writing / content creation with a passion for science writing. Should have experience of content / material creation like report making, newsletters, brochures, presentations, handouts, flyers etc. To assist in developing science based documents, articles, organizing outreach activity, online and offline content development for outreach, search, compile relevant information, may assist in organizing events and training programs. The candidate is also expected to provide administrative assistance, design plans, data & documents management and as per the requirement.

Job requirement:

Competencies Communication Ability to draft reports, presentations clearly and concisely, good written and oral language skills. The candidate should be willing to work both from home / office and beyond office hours to meet deadlines and capable of handling work pressure.

4. Project Associate II – One position:

Minimum prescribed educational qualifications:

Masters in digital marketing / MBA / Masters in any discipline from recognized university with diploma in digital marketing with two year experience / with two year experience in digital marketing using social media, search engine optimization experience. Must have knowledge of Google Adwords, Search on internet, ability to perform research, analyze websites, document changes, ability to compile and analyze search data and metrics. Organise hackathon, competitions / campaigns for students etc. Knowledge of MS office including Excel sheets. High proficiency in English speaking and writing.

Desirable experience:

Preference will be given to the candidates having knowledge of documentation, online marketing with sound knowledge of working on computer. Candidate should be able to develop ideas, plan and execute. Manage and construct Facebook / LinkedIn campaigns, manage, collaborate with students from schools & colleges, and handle all communications. The candidate should be Proficient in English speaking and writing.

Job requirement:

To assist in conducting and organizing the outreach activity, develop and maintain content for website / outreach, search, compile relevant information, design flyers, conversant and experienced in using digital platform like twitter, fb, LinkedIn, Instagram etc. to popularize the project activities, and assist in organizing events / training programs and as per the requirement. Should be clear, concise and swift in communication. The candidate is also expected to assist in managing/carrying out other administrative works and is compatible with school and college going students. The candidate should be willing to work both from home / office and beyond office hours to meet deadlines and capable of handling work pressure.

5. Project Associate I / PAI (One position):

Upper Age Limit – 35 years

Consolidated emoluments per month: Rs. 25,000 + HRA as per rules

Minimum prescribed educational qualifications:

MCM / MCA /MCS or recognized Master's degree in software development / programming or similar software development recognized degree having programming knowledge. Develop short independent software packages / codes etc. Fluency in English speaking and writing. Should be capable of expanding the website contents, maintain & update periodically. Knowledge of MS office, data compilation using Excel, documentation etc.

Desirable experience:

Preference will be given to the candidates having experience in software development and data management and working experience in HTML5, Bootstrap CSS, Bootstrap JS, PHP Version 7.2.5 and Mysql Database, MS-Office will be helpful. Previous experience of working with School and Post graduate students for outreach activities will be preferred.

Job requirement:

To assist in conducting and organizing the outreach activity, develop and maintain website / webpage for outreach, search, compile relevant information, to assist in organizing events, training programs and preparing reports. The candidate is also expected to assist in managing/carrying out other administrative works and as per the requirement. The candidate should be willing to work both from home / office and beyond office hours to meet deadlines and capable of handling work pressure.

Scientific Administrative Assistant / SAA (2 position)

Upper Age Limit – 50 years

Consolidated emoluments per month: Rs. 18,000/- consolidated

1. Scientific Administrative Assistant (1 position)

Minimum prescribed educational qualifications:

Bachelor's degree in any discipline with diploma or 1 year certificate course in hardware / computer maintenance / troubleshoot. The candidate is expected to have knowledge of electronics and communications. Provide support to DIY and other models / projects carried out. Having sufficient knowledge and experience with circuit boards and other gadgets for developing models.

Desirable Experience:

Preference will be given to candidates having 1-2 year working experience in installing software, given administrative rights for software licensees, provide trouble shoot activities, install well-functioning LAN/WAN and other networks, organize / create meeting links, attend to queries, perform regular updates, manage software's in computers and networks, check connections to printers, scanners etc. and attend online meetings. The candidate should provide assistance in overall project deliverables including DIY kits.

Job requirement:

To setup and install hardware, software, maintain and update OS, check software licensees, provide services to the team, create meeting links, follow up within different departments, attend to hardware and software queries, etc. Maintain and repair technological equipment. Chip Level hardware repairing experience required. In short, to play the hardware & software engineer's role. The candidate is also expected to assist in managing/carrying out other administrative works and any other task as per the requirement. The candidate should be willing to work both from home / office and beyond office hours to meet deadlines and capable of handling work pressure.

2. Scientific Administrative Assistant (1 position- Preferably Male candidate)

Minimum prescribed educational qualifications:

Bachelor's degree in any discipline, having knowledge of MS-office and data entry.

Desirable Experience:

Documents management, record keeping and follow up with other departments. Knowledge of English for data entry work, record keeping, provide overall support and task as per the requirement

Job Requirement:

To assist in managing/carrying out administrative works. Provide support to the team in day to day routine works and to carry out jobs as is and as when basis. The candidate should be willing to work both from home / office and beyond office hours to meet deadlines and capable of handling work pressure.

The engagement will be initially for a period of **six months** which may be extended depending on the duration of tenure of the sponsored project / satisfactory performance or conduct of the appointee, as the case may be. The duration of the project is 5 (five) years and depending on the performance of the candidate, it can be extended or curtailed. 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. If candidate performance is not found satisfactory, then depending on the situation minimum 15 days and maximum one month notice will be given, where the candidate may handover and make a smooth exit from the position failing which, the pending stipend / salary will be withheld.

How to Apply:

The application may be preferably sent by email to Dr. Wafia Masih (oss@ncl.res.in) in the specified format made in excel sheet and saved as pdf. Kindly email both pdf (will be used for forwarding to selection committee) and excel sheet (this will be used for compilation). Please keep same content in both documents. The filename / document should be named as 'Studentfirstname-positionapplied.xls' and 'Studentfirstname-positionapplied.pdf'. For example if student firstname is XYZ and position applied is Project Associate II and Sr.No.5 then filename will be 'Xyz-PAII5' or if position applied is Senior Project Associate then filename will be 'Xyz-SPA' . The subject of the email while applying for the position should read "Application for PA-II Sr. No. 1 (sr. no.) or PA II Sr.No. 2 may be provided for clarity.

The format is attached at the end of this advertisement. Please restrict to only one page.

Prepare the application by typing, in the below, given format only, and preferably, email the self-attested scanned pdf copy. We should receive only two documents in PDF & Excelsheet as an attachment in the given format. Original certificates / mark-list, to be produced online, at the time of interview.

Please note, the applications in any other format and handwritten will not be considered. The announcement of shortlisted candidates will be put up on the same link as this advertisement.

The email application should reach on or before 8th August, 2021. 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 a number of applications received in response to this notice of engagement are 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 at the time of applying.

The candidates shortlisted by the Screening Committee for being called for an interview would be notified on the **NCL Notice Board on the NCL Main Gate and on website** on **16-August-2021**.

The shortlisted candidates will be required to appear for an **online interview** before the Selection Committee of the Laboratory at **11.00 a.m. on 20-August-2021**. No interview call letter will be issued separately. The link for interview, will be emailed to the candidates email id.

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 or as mentioned on the offer of engagement.

Wafia Masih

Project Leader

Notice Boards

Advt. No.: Jigyasa/WM/PA/2021-01, dated 22/07/2021

Project Title: Jigyasa 2.0: Virtual Laboratory Integration

Application Form for All positions advertised.

Position Applied For: _____

1) Name of the applicant:		Photograph
2) My age is:	DOB(dd/mm/yyyy):	
(Original age proof to be produced at the time of interview)		
3) Please mention if you belong to: SC / ST/ OBC / General : _____ (Original Caste/Community Certificate issued by competent authorities to be produced at the time of the interview)		

4) Educational Qualification:

Education	Subject	Year	School/College	Total % Marks
SSC				
HSC				
BS/BCA/BSc / Btech				
MCA/MCM/MSc / MBA				
Diploma				
Any other				

(Original mark-sheet and certificate to be produced at the time of interview)

5) Project / Internship during the Master's Degree, provide bulleted points:

i.
ii.
iii.
iv.
v.

6) Previous Company / Institute name:

Experience in bulleted points (below):

i.
ii.
iii.
iv.
vi
v.

7) Address for communication:	
8) Telephone No. / Mobile No.:	
9) Email address (correct email id)	
10) Any close relative working in NCL, if yes, give details:	

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

11) Signature and with date: