CSIR-NATIONAL CHEMICAL LABORATORY
PUNE - 411008

No: 2021/CSIR-NCL/HRM/HCP-0101/40   **Date:** 02/10/2021

Division: HUMAN RESOURCE MANAGEMENT(HRM)

NOTICE

Subject: Filling Up Of Five (5) Positions For Engagement Of Project Associate II (4 Positions), Project Associate I (1 Position): Jigyasa 2.0: Virtual Laboratory Integration (School Students)

Applications are invited online for filling up of position 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.

Title of Project: Jigyasa 2.0: Virtual Laboratory Integration

Name of Sponsoring Agency: CSIR

Project Code	HCP-0101
Post Name	Project Associate-II
No. of Position:	1
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 working experience. High proficiency in English speaking and writing.
Desirable experience, if any	Preference will be given to the candidates in software development, data management and working experience in Git: 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.
Age Limit	35

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.
Consolidated emoluments per month	Rs. 28,000 + HRA as per rules

Project Code	HCP-0101
Post Name	Project Associate-II
No. of Position:	1
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, if any	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 2 year working 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.
Age Limit	35

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.
Consolidated emoluments per month	Rs. 28,000 + HRA as per rules
Project Code	HCP-0101
Post Name	Project Associate-II
No. of Position:	1
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 working 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, if any	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.
Age Limit	35
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.
Consolidated emoluments per month	Rs. 28,000 + HRA as per rules
Project Code	HCP-0101
Post Name	Project Associate-I

No. of Position:	1
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, if any	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.
Age Limit	35
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.
Consolidated emoluments per month	Rs. 25,000 + HRA as per rules

Project Code	HCP-0101
Post Name	Project Associate-II
No. of Position:	1
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, if any	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.
Age Limit	35
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.
Consolidated emoluments per month	Rs. 28,000 + HRA as per rules

The engagement will be initially for a period of six months which may be extended or curtailed depending on the duration of the tenure of sponsored project / satisfactory performance or conduct of the appointee, as the case may be. 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.

How to Apply:

1. Eligible candidates are required to apply ONLINE only through our website.
2. Link to apply :**http://jobs.ncl.res.in**
3. Details can be read from section Jobs Vacancies: **https://www.ncl-india.org**
4. Candidate should have a valid email before applying online.
5. Scanned photo/signature in JPG/JPEG format only.
6. Candidate's Photograph File size must be less than **50 kb**.
7. Candidate's Signature File size must be less than **25 kb.**
8**.** Readable scanned copies of Mark sheet(SSC, HSC, Graduation, Master, PhD,etc)
9. **Keep ready pdf file of all testimonials.**
10. Read all instructions title '**How To Apply**' available at website.

The application should be filled online before **17/10/2021.** 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 number of applications received in response to this Notice of engagement is 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 on date of advertise.

The candidates recommended by the Screening Committee to be called for interview would be notified on the website as well as divisional Notice Board on **22/10/2021** or the candidates may ascertain the information by contacting Coordinator email id: **oss@ncl.res.in** contact No: **02025902751**

Shortlisted candidates will be required to appear before the Selection Committee for an online interview. For online interview URL link will be provided to shortlisted candidate later via email on or before **22/10/2021**.

Interview will be conducted on **25/10/2021** from **11:00 AM** onwards online through a suitable medium such as Microsoft Teams, Google Meet, Cisco WebEx etc.

No interview call letter will be issued separately.
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.

Dr. Wafia Masih
Project Leader (Name & Signature)

Notice Boards