

MACS-AGHARKAR RESEARCH INSTITUTE
(An Autonomous Institute of Dept. of Science & Technology, Govt. of India)
G.G.AGARKAR ROAD, PUNE - 411004
E-mail: arilib@pn2.vsnl.net.in.

Advt./Rec/9/2010

Applications are invited from Indian citizens for the following temporary posts:-

(A) 'Assistant A' (Administrative Services) [4 Posts out of which one each is reserved for ST & OBC non-creamy layer]. Also one post is reserved for persons with disabilities either Hearing impairment or Locomotor disability or cerebral palsy (including orthopaedically handicapped suffering from not less than 40% disability) : **Age Limit:** 28 Years, Relaxable as per GOI orders, PB-1 Rs.5200-20200 + Grade Pay Rs.2400 and admissible allowances. (TME - Rs.17521/- approx.)

[Code -Assistant A]

Qualifications: - Essential: Graduation of a recognized university and diploma or certificate in computer applications or computer added management. English Typing Speed on computer with 8,000 key dispersions per hour and Hindi typing speed of 6,000 key dispersions per hour. **Desirable:** Two years working experience.

Job requirements: English/Hindi/Marathi typing on computer including computer operation, Operating of Fax Machine, Xerox machine, Telephone, Paper filing and other Administrative works.

(B) 'Laboratory Assistant - A' (1 Post for Chemistry Group) - **Age Limit:** 28 Years. PB-1 Rs.5200-20200 + Grade Pay Rs.1900 (TME- Rs.12792/- approx.) and admissible allowances.

[Code -Lab. Asst.- A]

Qualifications: - Essential: SSC/ 10th Standard with 50% marks with 3 years experience or HSC with 2years experience. **Desirable:** Working experience in Chemistry Laboratory.

Job requirements: to assist the Scientist's in the experiments and to maintain the laboratory clean and related work.

(C) 'Attendant' (1 Post) - **Age Limit:** 28 Years. PB-1 Rs.5200-20200 + Grade Pay Rs.1800 (TME- Rs.11660/- approx.) and admissible allowances.

[Code -Attendant A]

Qualifications: - Essential: SSC with 5 years experience, knowledge of Xerox machine operation, Filing System.

Job requirements: All type of miscellaneous work like Xeroxing, Paper filing, cleaning of tables, making tea and multi skilled duties etc...

GENERAL: No application fee for SC/ST/Physically handicapped candidates applying with copy of the Caste Certificate / Medical Certificate issued by competent authority. **Age relaxation:** SC/ST/candidates working in Govt./Semi-Govt./ Public Sector and applying through proper channel – 5 years, OBC-3 years.10 years additional relaxation above the normal age limit, for persons with disabilities applying with certificate issued by competent medical authority/ Civil Surgeon. Apply in the prescribed form available on Website <http://www.aripune.org.>, to the Director ARI, Pune along with attested copies of certificates of qualifications, and necessary Demand Draft of Rs.50/- in favor of Agharkar Research Institute, Pune, stating the Code No., before the last date. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification. The prescribed essential qualifications are bare minimum and mere possession of the same will not entitle the candidate to be called for interview.

In case the number of applications received in response to the advertisement is large, it may not be convenient or possible for the Institute to interview all the candidates. The Institute may restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Interim enquiries will not be entertained. **Last date for receipt of application is 06.08.2010.**

Director, ARI