

ICMR-NATIONAL AIDS RESEARCH INSTITUTE
Indian Council of Medical Research, Department of Health Research (DHR)
Ministry of Health and Family Welfare
PlotNo.73, G – Block, Bhosari, Pune – 411026
Phone No. 27331200, Fax.020-27121071, Email: recruitment.nari@gmail.com

Ref: NARI/Estt/Consortium/2020-21

Date: 19/03/2021

Applications are invited for the following post under the project entitled "Consortium of National Reference Laboratories for Kit Quality" up to ^{10/04/2021}~~31/03/2021~~ till 5.00 pm. The post is on purely temporary basis. After you apply online, kindly send e-mail at recruitment.nari@gmail.com your full bio-data, copies of proof of age, qualification and experience. In case of OBC Non-creamy layer certificate from the competent authority empowered to issue such certificate should be emailed. Personal discussion via video call will be confirmed to the shortlisted candidates through phone or email. Kindly mention Application ID followed by Post (as per the description in advertisement) applied for and Project name "Consortium of NRLs on Q" in the Subject Line while sending email. Application received without supporting documents will be rejected.

Name of the post	No. of post	Consolidated Salary	Essential Qualification	Job Requirement	Age Limit
Project Administrative Coordinator	01	Rs.48000/- Plus HRA	Graduate Degree and Minimum 15 years administrative experience in Government research/Academic/corporate Sectors	Handling Project, Salary Bill, Travel Bill, Recruitment personal affairs/correspondence/communication and other administrative duties. Knowledge & Handling of Tally software, Typing speed English Minimum wpm. Arrange Consortium workshop/training, Handling Consortium budget and fund distribution to member Institutes. Other day to day activities assigned by the Principal Investigator	UR-45 OBC-48 SC/ST-50

It is mandatory:

Age and experience is relaxable in deserving cases. Government servants should apply through proper channel or enclose 'No Objection Certificate' from the present office/employer along with their application. Any canvassing by on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. The selected candidate should be willing to join immediately. Local candidates will be given preference. Director, ICMR-NARI reserves the right to shortlist the candidates to be interviewed. The appointing authority has the right to accept/reject any application without assigning any reason(s) and no correspondence in this matter will be entertained.

M. Prakash
19/3/21
Principal Investigator

[Signature]
31/3/21
Administrative Officer

[Signature]
31.3.2021
Director in charge