



ADVT/RecT/2020-21/

**VACANCY FOR TEMPORARY POSITION OF  
PROJECT ADMINISTRATIVE ASSISTANT (04- ADMIN SERVICES) &  
PROJECT ADMINISTRATIVE ASSISTANT (01- HINDI TRANSLATION)  
ON CONTRACT BASIS**

Particulars		Description						
Sr. No.	Name of the Post	Monthly Emoluments	Reservation					Total Posts may vary
			UR	SC	ST	EWS	OBC	
1.	Project Administrative Assistant (Admin Services)	Rs. 18,000/- + HRA	04	00	00	0	01	04
2.	Project Administrative Assistant (Hindi Translation)							01

Particulars	Description
1. Qualifications	<p><b><u>Project Administrative Assistant (Admin Services)</u></b> <b>Essential:</b> Graduate of a UGC recognized university or equivalent in any discipline. <b>Desirable:</b> Knowledge of Tally/Accounting Software/HR/ERP/MS-CIT etc. with experience of 1 year. English typing speed on a computer with 8000 key depressions per hour.</p> <p><b><u>Project Administrative Assistant (Hindi Translation)</u></b> <b>Essential:</b> Graduate of a UGC recognized university or equivalent in any discipline with Hindi as one subject. Hindi typing speed 6000 key depressions per hour. <b>Desirable:</b> Min. 1 year experience in Hindi Translation work with Hindi typing and well conversant with Rajbhasha</p>
2. Age Limit	<p><b><u>Project Assistant (Admin Services):</u></b> 50 years <b><u>Project Administrative Assistant (Hindi Translation):</u></b> 50 years Age relaxation can be considered in case of retired persons who has served as Hindi Translator, Hindi Typist/ Clerk etc. in Central/State /Govt./Autonomous/PSU.</p>
3. Shortlist of Candidates and date of Interview	Will be displayed on the Institutes Website.

4. Job Description	<p><b><u>Project-related online as well as offline job descriptions are as under:-</u></b></p> <ul style="list-style-type: none"> <li>• Coordinating - Interviews, Leave management, Filing management, correspondence with funding agencies, hostel accommodations etc.,</li> <li>• Managing budgets and expenditure, Preparing UCs, Funding Management, Bill passing etc.</li> <li>• Purchasing overview, Follow-up, Receiving Procedures, Sundry Purchases, maintenance of stock register etc.</li> <li>• Hindi translation and typing work.</li> <li>• Use of modern office equipment's, use and update the knowledge of different software used in sections/units such as administration, accounts, purchase, stores etc.</li> <li>• Any other work as entrusted by the superiors.</li> </ul>
<p><b>Last Date ,Time &amp; Link for submission of application through Google Form</b></p>	<p><b>Google Form Link - <a href="#">PROJECT ADMINISTRATIVE ASSISTANT ON CONTRACT BASIS</a></b></p> <p><b>Up to 27th September, 2020</b></p>
<p><b>Note: No T.A. is admissible for attending interview and selected candidate will have no right for appointment against any ARI or funding agency's post/s.</b></p>	

**General Conditions:**

1. The above positions are contractual engagement and not for any type of appointment in A.R.I. temporary or otherwise and therefore it would not confer any right implicit or explicit for consideration against any ARI or funding agency's post.
2. The appointment may be terminated any time by one month's notice by the Institute without assigning any reason. In case of resignation from the post, Project Assistant has to give one month's prior notice in writing. The notice period may be waived off at the discretion of the Director, ARI. Before relieving the post he/she should complete the NO DUES etc. formalities.
3. Candidates fulfilling the above conditions are required to register their details in Google Form link on or before **27.09.2020**. Only those candidates who have registered through Google Form link by **27.09.2020** will be shortlisted to attend the Interview. Applications sent by email or in hand copies will be not accepted.
4. Shortlisted candidates will be called to attend Interview and they shall attend along with original and one set of self-attested copies of qualifications, certificates, Passport size photograph, caste certificate issued by competent authority (for reserved category) at the time of interview.
5. The prescribed essential qualifications are bare minimum and mere possession of same will not entitle the candidate to be called for interview. The Institute reserves the right to select a suitable candidate.
6. Director, ARI has the right to cancel the recruitment process at any stage, without assigning any reason thereof or vary the number of post to be filled under each category.
7. Candidates attending interview should report on time as per date and time schedule mentioned on the ARI website.
8. In case of deserving and exceptionally qualified candidates, desirable qualifications are relaxed at the discretion of the Competent Authority.

**Director, ARI**