



# भाकृअनुप-राष्ट्रीय अंगूर अनुसंधान केंद्र

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे -

412307, भारत

**ICAR-NATIONAL RESEARCH CENTRE FOR GRAPES**

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F.No. 2(38)/2023-Estt/ Part-9

Date: 16.10.2023

## विज्ञापन / ADVERTISEMENT

निम्नलिखित पद के लिए वीडियो कॉन्फ्रेंसिंग के माध्यम से ऑनलाइन साक्षात्कार में भाग लेने के लिए आवेदन आमंत्रित किए जाते हैं, जो परियोजना के तहत अनुबंध के आधार पर भा.कृ.अनु.प.- राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे में नीचे दिए गए समय के लिए दिए गए हैं।

मौजूदा COVID-19 संकट के कारण, उम्मीदवारों को ऑनलाइन प्रक्रिया के माध्यम से साक्षात्कार के लिए आमंत्रित किया जाता है। योग्य उम्मीदवारों से अनुरोध है कि वे अपना आवेदन संलग्न आवेदन पत्र में मूल दस्तावेजों की प्रति के साथ हाथ या स्पीड / पंजीकृत डाक से **06 नवंबर 2023 तक (शाम 5.30 बजे तक)** निदेशक, भा.कृ.अनु.प.- राष्ट्रीय अंगूर अनुसंधान केंद्र पो. बा. नंबर-3, मांजरी फार्म पोस्ट, सोलापूर रोड, पुणे- 412307, महाराष्ट्र को भेजें। देय तिथि और समय के बाद प्राप्त आवेदनों पर स्क्रीनिंग के लिए विचार नहीं किया जाएगा। आवेदनों की जांच के बाद, पात्र उम्मीदवारों को साक्षात्कार के संबंध में अधिक जानकारी के लिए ईमेल या फोन या भा.कृ.अनु.प.- राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे की वेबसाइट (<https://nrcgrapes.icar.gov.in>) पर सूचित किया जाएगा। उम्मीदवारों के मूल दस्तावेजों का सत्यापन बाद में किया जाएगा। पद का विवरण नीचे दिया गया है:

Applications are invited to attend online Interview through video conferencing for the following posts purely on contractual basis under project for given period of time at ICAR- NRC for Grapes, Pune as mentioned below.

Owing to the prevailing COVID- 19 crisis, candidates are invited **for interview through online process**. The eligible candidates are requested to send their application in the enclosed Application form along with copy of the original documents by hand or speed/registered post on or before **6<sup>th</sup> November 2023 (upto 5.30 PM)** to the Director, ICAR- National Research Centre for Grapes, P.B. No.-3, Manjari Farm Post, Solapur Road, Pune- 412307, Maharashtra. Applications received after due date & time will not be considered for screening. After screening the applications, the eligible candidates will be informed by email or over phone or on website of ICAR- NRCG (<https://nrcgrapes.icar.gov.in>) for further details regarding interview. Original documents of candidates will be verified at a later stage. The detail of the position is given below:

Post Code	Name of post	No. of post	Name of project	Qualifications	Emoluments per month	Project Duration
01	Administrative Assistant	04	APEDA-NRL Project	<b>Essential:</b> Graduate in the degree of BA / B. Com / BCS / BCA from recognized university having two years working experience in the Administrative activity. <b>Desirable:</b> <ul style="list-style-type: none"><li>• Knowledge of ERP/eOffice/PFMS/eHRMS etc.</li><li>• Good communication skills in English.</li><li>• Experience in arranging meetings. Maintenance of Centre's Accounts etc. / Filing, Scanning, Xeroxing.</li><li>• Knowledge of Establishment &amp; GeM/Purchase, Calling Tenders, Quotations, Comparative Statement, Preparation of POs etc.</li><li>• Experience in office documentation /correspondence</li><li>• Good Working knowledge of MS Word / MS Excel / MS Power point etc.</li></ul>	Rs. 25000 Per month consolidated	Upto 31.03.2024 (May be extended upto 31.03.2026, depending on availability of Funds, etc.)

## **Terms and conditions:-**

1. The interview for the above posts will be conducted online through video conferencing **on Google Meet** (Scheduled date & time which will be intimated later on through phone/email/WhatsApp or uploaded on Directorate's website <https://nrcgrapes.icar.gov.in>)
2. Only Indian citizens are eligible for appearing in the online interview.
3. **Age limit for Administrative Assistant:** Minimum 21 Years and Maximum 45 Years as on last date of submission of application with relaxation as per rules.
4. The above positions are purely temporary basis and co terminus with the project subject to satisfactory performance. The selected candidates shall have no right/ claim for regular appointment or absorption at ICAR-NRCG at any point of time.
5. Only the candidates having essential/required qualification will be considered for interview.
6. Candidates are requested to ensure their eligibility before appearing for the interview.
7. Concealing of facts or canvassing in any form shall lead to cancellation of candidature or termination.
8. Person already in employment should submit "No objection Certificate" from their present employer.
9. The eligible candidates are requested to send their duly filled Application Form affixing a passport size photograph on the top and declaration duly signed in the application form annexed with duly self-attested all supporting documents/certificates such as (Proof for age, Category certificate, educational qualifications – Mark sheet & passing certificates from 10<sup>th</sup> class onwards, experience and research publication) by hand or speed/registered post on or before **06.11.2023 (up to 5.30 P.M.)** to Director, ICAR- National research Centre for Grapes, P.B. No.-3, Manjari Farm Post, Solapur Road, Pune- 412307, Maharashtra. **Candidates must send their Application along with Bachelor's degree certificate, Mark list and Experience Certificates, failing which their application may be rejected.**
10. List of the candidates who are eligible for interview will be published on Institutes website <https://nrcgrapes.icar.gov.in> and will also be informed through email/phone/WhatsApp. Candidates are requested to provide email, phone & WhatsApp number in application.
11. Selected Candidates (s) will be **required to produce all original documents** at the time of Joining for verification purpose.
12. The selected candidates will be required to produce medical certificate at the time of joining.
13. Candidates are requested to check the website <https://nrcgrapes.icar.gov.in> time to time for updates regarding recruitment.
14. The Director, ICAR-NRCG reserves the right to cancel / postpone the interview without assigning any reason thereof.
15. The decision of the Director, ICAR-NRCG, and Pune will be final and binding on all aspects.
16. The Director, ICAR-NRCG shall also reserve the right to terminate or reduce the contract period of job as mentioned above, even before the completion of the project for which no appeal thereof shall be made.
17. Detailed terms and conditions and application form are available at ICAR-NRCG website: <https://nrcgrapes.icar.gov.in>
18. In case of any dispute, it will be resolved in jurisdictions of Pune court only.
19. **Only the candidates having Provisional/ Final degree certificate can apply.**

Sd/-

(ना. श. पठाण)

**सहायक प्रशासनिक अधिकारी**

AFFIX RECENT  
PASSPORT  
SIZE SIGNED  
PHOTOGRAPH

## **APPLICATION FORM**

(Please do not change the sequence of this form. If any Passing Certificate and Mark List not attached with your application, it may be rejected. Application should be submitted in this format only, otherwise, it will not considered)

Name of the Project: \_\_\_\_\_

Name of the Post: \_\_\_\_\_

Post code: \_\_\_\_\_

1. Name of the Candidate (Block letters): -----

2. Name of the Candidate (मराठी): -----

3. Father's/Husband Name:-----

4. Sex: Male/Female/Transgender: \_\_\_\_\_

5. Date of Birth (Please attach documentary proof): -----

6. Age as on last date of submission of application: -----Years-----Months-----Days

7. Marital Status: -----

8. Permanent Address:-----

9. Correspondence Address:-----

10. (i) E-mail Id:-----

(ii) Mobile No. ----- Alternate (Relatives) Mobile No. \_\_\_\_\_

(iii) WhatsApp No. -----

11. Whether SC/ST/OBC/GEN (Documentary evidence to be attached)

12. Nationality:-----

12a) Blood Group \_\_\_\_\_

13. Educational Qualification/ Technical Qualification:- (Please attach photocopy of related certificates, otherwise it will not consider) starting from Matriculation/ 10<sup>th</sup> & onwards:

S. No.	Name of the Examination Passed	Subjects	Name of Board/ University	Year of Passing	% of Marks GP/Division
1	SSC (10 <sup>th</sup> )				
2	HSC (12 <sup>th</sup> )				
3	B.Sc. (_____)				
4	M.Sc. (_____)				
5	Ph. D.				
6	Any Other				

14. Experience (particulars of all previous and present employment) if any:- (Please attach documentary proof, if not it will not considered)

S. No.	Name of the organization	Post/position held	Period (From / To)	Emoluments/ Salary	Remarks
1					
2					
3					

15. Details of Publications: -----  
(Please attach the copies)

16. Any other Information: -----

### DECLARATION

I hereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief. I also declare that (i) I have never been punished or debarred from government (Central/ State) autonomous Organizations and ICAR service. (ii) I have not been convicted by a court of law for any offence. In the event of any information being found false/incorrect/ ineligibility being detected at any time before after selection, action may be taken against me and I shall be bound by the decision of the employer. I further declare that I have read the Advertisement carefully and I declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification etc., prescribed for the contractual engagement.

Date:

Signature of the Applicant: \_\_\_\_\_

Place:

Name: