

 TIFAC	Technology Information, Forecasting and Assessment Council (TIFAC) (An Autonomous Body of Department of Science & Technology, Govt. of India) 5 th Floor, AI Block, Technology Bhawan, New Mehrauli Road, New Delhi - 110 016. Walk-in-Interview for Engagement of Project Staff
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WALK-IN-INTERVIEW has been scheduled on **29.8.2024 from 10.30 AM to 1.00 PM in TIFAC** for engagement of **Young Professional / Project Executive** (2 nos.) and **Project Assistant** (1 no.) on full time contract and consolidated remuneration basis initially for a period of one year with the provision of extension of contract on yearly basis or as per requirements under the project *Providing logistics and operational support to DST for smooth implementation of its National GLP Programme* being implemented by TIFAC.

The Terms and Conditions of the engagement are as follows:

1 Name of the position available, educational qualifications and monthly emoluments:

Sl. No.	Name of the Post	No. of Positions	Essential Qualification & Experience	Upper Age limit	Monthly Emoluments (in Rs.)
1.	Young Professional (YP)/Project Executive	02 (Two)	<p>Essential: Bachelor degree in any discipline from a recognized University</p> <p>Desirable: Post Graduate preferably MBA / PG Diploma in management.</p> <p>Experience: Minimum 2 years of experience in project management/ organizing and coordinating programmes/ scientific events / workshops / meetings and other scientific activities including providing logistic support etc.</p>	40 years	Rs. 40,000 - 60,000/- (Consolidated monthly remuneration)
2	Project Assistant	01 (One)	<p>Essential: Graduation from a recognized University</p> <p>Experience: Minimum 2 years of experience with knowledge of noting, drafting, file management, coordination etc.</p>	32 years	Rs. 35,000 - 50,000/- (Consolidated monthly remuneration)

- 2 Scope of Work, Job Description and Responsibilities:** Executing the entire work and *Providing logistics and operational support to DST for smooth implementation of its National GLP Programme*. This includes organizing meetings, events, workshops, brainstorming meetings in Delhi and outside Delhi, arrangements for logistics and travel support to the experts, processing the bills/reimbursements for the travel and stay by the experts, report writing and any other work as and when required during the project implementation phase.
- 3 Other Attributes:** Candidates should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills
- 4 Place of posting:** Full-time basis in TIFAC, New Delhi. The selected candidate may require to undertake travels (including outstation) as per the requirement of the project.

5 Consolidated Monthly Remuneration

The Young Professional /Project Executive will be paid remuneration in the range of Rs.40,000/- to Rs.60,000/- p.m. (all inclusive) and Project Assistant in the range of Rs.35,000 - 50,000/- (Consolidated monthly remuneration) as recommended by the Selection Committee based on the qualification, relevant experience and aptitude of the candidate. The amounts indicated above are all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, medical, telephone, etc. would be paid. In case he / she is deputed for outstation travel, he / she would be paid as per TIFAC norms.

6 Term of Contract

The term of contract for Young Professional / Project Executive and Project Assistant would be one year. The term of contract may be reduced at the discretion of Organization before making the offer of contract. After the contract is signed / accepted, Organization may terminate the contract by giving one month's notice in writing to the other party without assigning any reason. The term of contract may be extended beyond the duration mentioned above on the same rates and terms and conditions, if mutually agreed by both.

7 Confidentiality & Conflict of Interest

The candidate so appointed would be required to maintain Confidentiality & discharge his / her duties with sincerity. In case it is found to be in conflict with the interest of Organization, his / her services are liable to be discontinued immediately without assigning any reason. Further, the Candidate engaged shall not be permitted to take up any other assignment during the period of working with TIFAC without prior permission of TIFAC in writing.

8 Leave Entitlement

The candidate engaged as above will be on full time basis and shall be entitled to leave of 1.5 days for each completed month without any deduction in consolidated monthly remuneration. Accumulation of leave beyond the term of contract will not be allowed.

9 General terms and conditions:

1) **The candidates for walk in interview need to carry the following documents (in original), along with duly self-attested copies as proof of their credentials:**

- a) Date of Birth Certificate (SSC/SSLC/Matriculation Certificate)
- b) Degree/Certificates as above
- c) Experience certificate from employer
- d) No objection / relieving letter from the Employer (if employed at present)
- e) Duly filled in application form as per the format attached

Any other document, if deemed necessary may be demanded by TIFAC during the selection / contract signing process.

10. General Conditions:

- a. The walk-in interview would be conducted on **29.8.2024 from 10.30 AM to 1.00 PM in TIFAC, AI Block, 5th Floor, Technology Bhawan, New Mehrauli Road, New Delhi-110 016.**
- b. Request for online interview may be considered based on feasibility. Candidate intending to appear for online interview are required to send an email request at : estbtifac@tifac.org.in latest by 28th August. 2024.
- c. **The Candidate may report half an hour before start of Interview** along with duly filled in application in the prescribed Performa as attached.
- d. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be 31/07/2024.
- e. TIFAC reserves the right to restrict the number of candidates for interview to a reasonable limit.
- f. No TA/DA will be provided for appearing in the interview at TIFAC, New Delhi.
- g. Selected candidate(s) need to join immediately.
- h. TIFAC also reserves the right to reject any or all the applicants without assigning any reasons at any stage.

APPLICATION FORMAT

PHOTO

1. Post Applied For :

2. Name of the Applicant :

3. Date of Birth : (age as on 31.07.2024)

4. Permanent Address :

5. Correspondence Address :

6. Contact No. (Mobile & Landline) :

7. Email ID :

8. Nationality :

9. Educational Qualification :
(Class 10th onwards)

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

10. Professional Qualification :

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

11. Details of Experience in chronological order (with brief of the duties performed – details may be provided in the form of Annexure)

Name of Organisation	Post held	Pay Scale	Gross Emoluments	Period	Nature of Duties

12. Emoluments Last Drawn (last basic pay, if working in Govt. service):

13. Any other information

Note: Please attach self-attested copies of testimonials as mentioned in the advertisement.

Declaration

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:

Place:

Signature: