

Science and Engineering Research Board
Department of Science & Technology
Technology Bhawan, New Mehrauli Road
New Delhi-110 016

F.No. SR/S9/Z-08/2011

Dated the 3rd Nov., 2011

NOTICE

The Science and Engineering Research Board set up by an act of Parliament, under the Ministry of Science & Technology, New Delhi invites applications from citizens of India for the following positions purely on Short Term Contract basis:-

1. Positions:

i)	Project Assistant:	15 Nos.
ii)	Administrative Officer:	02 Nos.
iii)	Assistant(Administration):	03 Nos.
iv)	Accounts Officer	02 Nos.
v)	Assistant(Accounts):	04 Nos.
vi)	Multi Tasking Data Entry Operators:	05 Nos.
2. Minimum Education/Qualification & other qualification: As per Annexure I
3. Nature of Appointment: Purely on Short Term Contract basis for six months only extendable by another six months depending upon the requirements of the Board and subject to satisfactory performance.
4. Format of application : As per Annexure II
5. Consolidated remuneration per month : As indicated in Annexure I
6. Allowances & other benefits: Candidates selected shall be paid fixed consolidated remuneration per month and will **not** be entitled for any other benefits like DA, HRA, Transport Allowance, Leave, Medical benefits, PF etc.

7. Working Hours : Normal working hours 9.00AM to 5.30 P.M. from Monday to Friday with Central Government Gazetted Holidays applicable. However, in exigencies of work, persons appointed may be required, on certain occasions, to put in extra hours of work after normal office hours or during holidays depending upon the situation.
8. Selection process : Candidates who fulfill the eligibility criteria shall be called for an interview in person. Selection will be made on the basis of merit list prepared by the Selection Committee on the basis of the interview and the past credentials of the applicant.
9. Application fee: NIL
10. How to apply : Candidates satisfying all the conditions of eligibility shall submit their application in the format given in the annexure which shall be either handwritten in bold capitals or typewritten on A-4 size paper only. Photocopies of the certificates of proof of age, qualifications, experience, caste etc. must be enclosed alongwith application form. The candidates can also download the application format from the website of DST i.e. www.dst.gov.in and use the same.
11. Last date of receipt of the application: 15.11.2011
(upto 5.00 p.m. only)
Application form complete in all respects, with enclosures should be sent in a closed cover with a superscription on the cover.
“Application for appointment toon a purely short term contract ” at the following address:

Dr. B. Hari Gopal, Head SERC & OSD (SERB) Room No. 16, Admn. Block, Technology Bhawan, New Mehrauli Road, New Delhi – 110 016.
12. Application must reach at the aforesaid address either by hand or by post/speed post on or before 15.11.2011. Application received after the closing date shall not be considered under any circumstances. SERB shall not be responsible for any postal delay etc.

13. Candidatures received through placement agencies or any intermediaries shall not be accepted.
14. General Instructions:
 - a) Candidate should ascertain, before applying, that they satisfy all the eligibilities conditions as stipulated herein. Candidates not satisfying the eligibilities conditions shall be to be disqualified at any stage of selection.
 - b) Application not submitted in the prescribed format or incomplete/unsigned or received without attested/self attested copy of certificate in support of age, education qualifications, experience, etc. shall not be considered.
 - c) Decision of SERB in all matters regarding eligibility, selection and posting shall be final and binding upon all the candidate. No representation or correspondence in this regard shall be entertained by SERB.
 - d) No TA/DA shall be admissible for appearing in the interview.
 - e) Candidates shall be required to produce original documents for verification at the time of interview.
 - f) **The selected Candidate should clearly understand and confirm that he/she will join within a maximum of one week's time from the date of call letter failing which the candidature/selection shall stand cancelled.**
 - g) Canvassing in any form will be a disqualification.

(Dr.B.Hari Gopal)
Head SERC & OSD, Science & Engineering Research Board
Tel: 26590370

Annexure - I

The **Science & Engineering Research Board**, a statutory body under the Ministry of Science and Technology requires the following positions to be filled purely on Short term contract basis for a period of six months (extendable up to another six months) with the following educational qualifications and experience:-

Sl. No.	Name of the Post	Educational Qualification and Experience	Task to be carried out	Age Limits as on 01.12.2011	No. of Positions	Consolidated remuneration per month (in Rs.)
1	Administrative Officer	(a) Retired Central Govt./Central autonomous organization employees with at least: i) five years experience in the rank of Section Officer or three years experience of working in the rank of Under Secretary or ii) retired as Deputy Secretary/equivalent (b) Hands on working knowledge of computer application.	Shall be responsible for all work related to administration, office maintenance & other miscellaneous establishment work.	Not exceeding 64 years	2	30,000/-
2	Assistant (Administration)	Graduate from a recognized university with at least 3 years experience in general administration. Desirable: Diploma in Computers/IT.	To assist the Administration & Financial, budgeting and accounting matters	Between 20 and 27 years. Upper age limit is relaxable upto 40 years for those candidates having working experience in similar capacity in Central/ State Govt. Deptts./	3	23,000/-

				Autonomous Bodies.		
3	Project Assistants	Science/IT Graduates with hands on working knowledge of computer application, MS Office including Excel, Access etc. Preference can be given to candidates having working experience in formulation, implementation of scientific projects in Scientific & Technical Research Institutes, Universities or central/ state govt. deptts./ ministries	To assist in implementation of scientific projects and programmes of the Board.	Between 20 and 27 years. Upper age limit is relaxable upto 40 years for those candidates having working experience in similar capacity in Central/ State Govt Deptts./ Autonomous Bodies.	15	23,000/-
4	Multi Tasking Data Entry Operator (DEO)	12 th Pass with working knowledge of computers and should be well versed in M.S. Office applications. Candidates should possess a speed of not less than 8,000 Key Depressions per hour on Computer for data entry work.	Multitasking including routine clerical jobs apart from Data entry work.	Between 18 and 25 years.	5	12,000/-
5	Accounts Officer	(a) Retired Govt. Employees with at least three years experience of working in the rank of Sr. Accounts Officer or eight years experience of working as Sr. Accts Officer & Accounts Officer combined. (b) Possessing experience in Accounts, Management of Finance and Budgeting. (c) Hands on working knowledge of computer applications, MS Office	Shall be responsible for all works relating to finance / fund flow / budgeting / accounting / audit procedures to be under taken in disbursement of funds in accordance with	Not exceeding 64 years	2	30,000/- A higher remuneration upto Rs.35,000 can be considered in really deserving cases where the applicant possess higher qualifications and having retired from post higher than

		including Excel, Access etc.	the rules and regulations. Officers expected to possess good knowledge of Income Tax, statutory levies, Service Tax, Rents etc.			Sr. Accts. Officer.
6	Assistant (Accounts)	Graduate in Commerce from a recognized University. Preference will be given to persons possessing higher qualifications in the area of Commerce/Accounts. Desirable: Diploma in Computers/IT.	To assist the Administration & Financial matters for preparation of all kinds of Sanction Orders/Bills relating to Grants-in-Aids, salaries, procurements, Rents etc. and maintenance and upkeep of Expenditure Statements/control registers etc.	Between 20 and 27 years. Upper age limit is relaxable upto 40 years for those candidates working in similar capacity in Central/ State Government Departments.	4	23,000/-

APPLICATION FORMAT

Name:

Recent Passport
size photograph to
be pasted here

1. Father's Name:
2. Date of Birth (in Christian era)
3. Date of superannuation from service:(if applicable)

Nationality:

4. Residential address (with Tel. / Mob. No. one E-mail address)
5. Permanent address

6. Educational Qualifications:

S.No	Exam passed	Subjects studied	University/ Institute	Year of P	%age of mark obtained

7. Work Experience:

S.No	Organization/Institute	Post held From To	Nature of work performed	Scale of pay & l Pay last drawn

8. Whether SC/ST/OBC/PH(specify category, percentage of disability)

9. References:

(i)

(ii)

12. Additional information which the applicant may like to mention in support of his/her suitability for consideration.

13. DECLARATION: I do hereby declare that information furnished is true and in case any of the declaration and/or document furnished herewith are found to be wrong, false or bogus, my candidature shall be cancelled at any stage of selection process. In the event that any wrong statement is detected/noticed even after my appointment, I hereby agree that my appointment is liable to be terminated without serving any Notice upon me.

N.B. - Please attach supporting documents (attested photocopies).

(Signature)

Date