

**ONLINE INTERVIEW  
(Through Video Conferencing on MS Team)  
ADVERTISEMENT NO.01/September/ 2021/TSDD**

Eligible & interested candidates are invited for ONLINE INTERVIEW (Through Microsoft Teams) for the following purely temporary position of **Scientific Administrative Assistant** under the Project “**CSIR-Integrated Skill Initiative Phase – II**” (project No.: NWP-100) tenable at CSIR-NEERI Nagpur.

**The last date of submission of online application form is September 20, 2021**

<b>Position Code</b>	<b>Name of the position</b>	<b>Essential Qualification</b>	<b>Job Requirement</b>	<b>Upper age Limit</b>	<b>Monthly Emoluments (₹)</b>
1	Scientific Administrative Assistant (One position)	Graduate in Arts (B.A) with English and Hindi are the subjects from a recognized university or equivalent	• Communications and data management of skill / training programs  Desirable: Basic knowledge of Information Technology	50 yrs	Rs. 18,000/- + HRA

**Mode of Selection**

- Selection is to be done on the basis of online Interview through MS Team. Date of interview will be notified separately through e-mail.
- Age relaxation will be admissible to SC/ST/OBC/PWD & Women candidates as per GOI rules.
- Application form for particular position code can be filled online for particular position which is available on the CSIR-NEERI website ([www.neeri.res.in](http://www.neeri.res.in)).
- All manpower positions in the projects are on contract basis and will be co-terminus with the project.
- Only those candidates who have completed the essential qualification & result has been declared are eligible to apply.
- The shortlisted applicants shall be required to appear the interview through MS team.
- The shortlisted candidates have to be available on the date of Online Interview from 10.00 A.M. onwards and will be called anytime during the allotted time period (if any change is there, they will be accordingly intimated).
- Upon selection/empanelment, the original documents including eligibility qualification, age and relaxation will be verified, if any discrepancy is found, the selection/empanelment stands cancelled.

  
01/09/21

**Dr. Harshvardhan Singh**  
**Senior Principal Scientist and Head, TSDD**  
**Project Leader: NWP-100**