

CSIR-National Environmental Engineering Research Institute
Mumbai Zonal Centre, 89B, Dr. Annie Besant Road, Worli, Mumbai-400018

ONLINE INTERVIEW

Advt. No: MZC/P.Staff/Oct.2021

Date: 27.10.2021

Engagement of Project Associates and Scientific Administrative Assistants under Sponsored Projects

Applications are invited from the Eligible and Interested candidates for ONLINE INTERVIEW for the following purely temporary positions of Project Associates and Administrative Assistants under Sponsored, Grant-in-aid and consultancy projects at NEERI-MZC (Mumbai Zonal Centre), Mumbai. The last date of submission of online application form is **10th November 2021 (5:00 pm)**.

Please note that MZC **does not provide any accommodation** facility, instead HRA is paid.

Sr. No.	Title	Project Associates – II (Vacancies)	Project Associates – I (Vacancy)	Administrative Assistant (Vacancies)
1	Sponsored, Grant in aid and consultancy projects at NEERI-MZC, Mumbai	PA-II(1) – 02 PA-II(2) - 01 PA-II(3) - 01	PA-I(1) - 01	SAA(1)- 01 SAA(2)-01

Details of eligibility like qualification, age, stipend, etc. are given below:

Designation	Essential Qualification	Job Description	Age Limit	Monthly Emoluments
Project Associate– II Post Code: PA-II(1)	i) M.Sc. (Environmental Science) with min.70% / CGPA-7.75 score from a recognized University and ii) 2 yrs experience in environmental assessment (air, water, wastewater, noise, soil) and EIA	<ul style="list-style-type: none"> • Air, Water, wastewater, soil quality and noise monitoring • STP/ETP/CETP monitoring • EIA • Sample collection and analysis • Handling of scientific laboratory instruments • Data analysis, Report writing and Scientific writing skills 	35 Yrs.	(i) Rs.35,000/- per month plus HRA (as applicable) to Scholars who are selected through (a)National Eligibility Tests - CSIR-UGC NET including lectureship (Assistant Professorship) or GATE or (b) A selection process through National level examinations conducted by Central Government Departments and their Agencies and Institutions. OR ii) Rs.28000/- per month plus HRA (as applicable) who do not fall under (i) above

Project Associate– II Post Code: PA-II(2)	i) M. Tech. (Environmental Engineering) with min. 60% /CGPA-6.75 score from a recognized University; and ii) 2 yrs. Experience in Air Quality Assessment/ Modeling OR Wastewater Treatment/STP design	<ul style="list-style-type: none"> • Air, Water, wastewater, quality and noise monitoring • STP/ETP/CETP Design and monitoring • EIA • Sample collection and analysis • Data analysis, Report writing and Scientific writing skills 	35Yrs	(i) Rs.35,000/- per month plus HRA (as applicable) to Scholars who are selected through (a)National Eligibility Tests - CSIR-UGC NET including lectureship (Assistant Professorship) or GATE or (b) A selection process through National level examinations conducted by Central Government Departments and their Agencies and Institutions. OR ii) Rs.28000/- per month plus HRA (as applicable) who do not fall under (i) above
Project Associate – II Post Code: PA-II(3)	i) B.E./ B.Tech. (Civil) with min. 60% / CGPA-6.75 score from a recognized University; and ii) 2 yrs post qualification experience in STP Designing using AutoCAD	<ul style="list-style-type: none"> • Designing of STPs • Field work for project activities • Sample collection and analysis • Data analysis, Report writing and Scientific writing skills 	35 Yrs.	(i) Rs.35,000/- per month plus HRA (as applicable) to Scholars who are selected through (a)National Eligibility Tests - CSIR-UGC NET including lectureship (Assistant Professorship) or GATE or (b) A selection process through National level examinations conducted by Central Government Departments and their Agencies and Institutions. OR ii) Rs.28000/- per month plus HRA (as applicable) who do not fall under (i) above

Project Associate – I Post Code: PA-I(1)	M.Sc. (Environmental Science) from a recognized University with min. 70% / CGPA-7.75 score	<ul style="list-style-type: none"> • Baseline environmental status assessment (Air, Water, soil, solid waste, noise etc.) • Sample collection and analysis of environmental samples • Handling of scientific instruments for Air, water, soil, noise quality monitoring • Environmental Impact assessment (EIA) • Report writing 	35 Yrs.	i) Rs.31,000/- per month plus HRA (as applicable) to Scholars who are selected through (a) National Eligibility Tests - CSIR-UGC NET including lectureship (Assistant Professorship) or GATE or (b) A selection process through National level examinations conducted by Central Government Departments and their Agencies and Institutions. OR ii) Rs.25000/- per month plus HRA (as applicable) who do not fall under (i) above
Scientific Administrative Assistant Post Code: SAA(1)	i) B.Com. from a recognized University with min. 65% score/CGPA-6.75 ii) Sound knowledge of MS Office; and iii) Post qualification experience of 2 yrs in similar work as mentioned in the job description	<ul style="list-style-type: none"> • Stores inventory management • To assist scientific staff with procurement of laboratory requirements • Official letter drafting • Administrative and secretarial tasks 	50 yrs	Rs.18,000/- + HRA (as applicable)
Scientific Administrative Assistant Post Code: SAA(2)	i) B.Com. from a recognized University with min. 65% score/CGPA-7.25 ii) Sound knowledge of MS Office and iii) Post qualification experience of 2 yrs in similar work as mentioned in the job description	<ul style="list-style-type: none"> • Accounting work • Processing of bills, data entry etc. • Official letter drafting • Administrative and secretarial tasks 	50 yrs	Rs.18,000/- + HRA (as applicable)

Selection Process:

- Eligible and Interested candidates those are willing to go and stay in field as per the project requirement may apply.
- Application form for particular position code can be filed online for particular position which is available on the CSIR -NEERI Website (<https://www.neeri.res.in/contents/recruitment>). Applicant needs to select the correct Project Assistant/Associate Level for particular position while filling the online form.
- After online submission of application form (**Last Date: 10th November 2021**), the applicants are requested to note down their application number. The applicant needs to send the hard copy of the online generated application form in PDF format along with the self – attested scanned copies of original documents viz., (a). Educational qualification (b) Age proof (c) Proof of Experience through Speed Post/Courier by **16th November, 2021 to Scientist & Head, CSIR-NEERI, Mumbai Zonal Center, 89/B, Dr. Annie Besant Road, Worli, Mumbai- 400018.**

P.S.: Applicant must paste a passport size photograph on the hard copy of application form.

- Only those candidates who have completed the essential qualification & result has been declared are eligible to apply
- The applications shall be scrutinized by the screening committee. Any discrepancy/ error found in the application form will disqualify the candidature. The short-listed candidates shall be intimated by e-mail. The short-listed candidates shall be required to appear for virtual interview. Date of interview, Interview link and timings shall be communicated to the shortlisted candidates in advance. It is the responsibility of the applicant to check the email inbox and other email folders, regularly. The shortlisted candidates have to be available on the date of interview from 10 A.M. onwards and will be called anytime during the allotted time period. (if any change is there, they will be accordingly intimated)
- All manpower positions in the projects are on contract basis and will be co-terminus with the project.
- The engagement shall not be an appointment in CSIR/NEERI, temporary or otherwise. It would, therefore, not confer any right/claim, implicit or explicit for consideration for regularization/absorption.
- Upon selection/ empanelment, the original documents including eligibility qualifications, age, experience and relaxation will be verified, if any discrepancy is found, the selection/ empanelment will be cancelled. Note: The candidature of candidates, who do not send self-attested copies of their original documents along with the online generated application form, shall be summarily rejected. No interim inquiries will be entertained in this regard.


27/10/2021

(Scientist & Head)

CSIR-NEERI, Mumbai Zonal Centre