



VIGYAN PRASAR

(An autonomous organisation of the Department of Science & Technology, Govt. of India)

VP/1890/IT>CD/DST Web Portal/2017/Vol. II

Date: 24/11/2017

ADVERTISEMENT FOR THE POST OF PROJECT ASSISTANT

Applications are invited in the prescribed proforma, from the eligible candidates of Indian origin for engagement as Project Assistant for the project “Communication S&T through DST Web portal and Social Media Outreach” in Vigyan Prasar, New Delhi/Noida on contract basis, initially for six months from the date of appointment, further extendable based on the performance in the project. Please visit www.vigyanprasar.gov.in for further detail. Last date for receipt of application is 04.12.2017

Registrar, VP



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1	Post	Project Assistant
2	Period of engagement	Initially for six months from the date of appointment, further extendable on performance and upto project/programme period.
3	No. of post	One
4	Place of posting	Vigyan Prasar office (New Delhi/Noida)
5	Remuneration per month	Rs.20,000/- per month depending upon experience.
6	Eligibility	Graduate with Diploma in Computer Applications.
7	Age Limit	Not above 35 Years
8	Nature of Duties	<ul style="list-style-type: none">• Assist the project work.• Sort out and distribute communication in a timely manner.• Schedule and plan meetings and appointments.• Liaison with institutions and other organizations to collect/data matter from them• Co-ordinate with various stakeholders to ensure of work for collection of inputs and follow-up

		<ul style="list-style-type: none"> • Capacity to do basic account work under supervision • English and Hindi Typing • Knowledge of Internet Search • Knowledge of basic design for publication like poster, Cover page, handouts, pamphlets etc. (Photoshop/Corel draw) • Minimum three years experience in similar work.
9	How to apply	<p>Interested applicants may submit applications indicating their interest as per proforma given Annexure I. The applications should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise, and any prior work experience. Self-attested copies of educational certificates and mark-sheets should be attached with the application. The envelope containing the applicants' details as mentioned above should be clearly labelled "Application for the post of Project Assistant for project in Vigyan Prasar" and addressed to:</p> <p>Registrar Vigyan Prasar, NCMRWF Building, A-50, Institutional Area, Sector 62, Noida – 201309, U.P.</p> <p>Applications should be received within 10 days (by 4th December 2017) from the date of upload of advertisement. Those received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.</p>
10	Selection Procedure	A committee from Vigyan Prasar will scrutinize the applications, and will shortlist candidates it considers

		<p>suitable. The short-listed candidates will be called for Document Verification and Interview. The date, time and venue of the interview will be conveyed later. The final selection will be based on their performance in the interview.</p> <p>At the time of interview short-listed candidates will submit original documents pertaining to degree, work experience, portfolio of work etc. The interview date will be communicated suitably.</p>
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Format for Application

1. Name:

2. Father's Name:.....

3. Address:

a) Present:.....

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b) Permanent:.....

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4. Telephone/Mobile and E-mail:

5. Date of Birth:

6. Nationality:

7. Education:

Sl. No.	Level of Exam	Board/Institution/University	Year of Passing	Percentage (%) of Marks Obtained	Remarks
1					
2					
3					
4					
5					
6					
7					

8. Work experience/Employment Record:

Sl. No.	Name of Department/ Institution/ Organisation	Post held	From	To	Total duration in year and month	Nature of duties performed
1						
2						
3						
4						
5						
6						
7						

9. Additional information, if any, which you would like to mention in support of your suitability for the post (Attach separate sheet, if necessary).

10. Declaration: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged

(Signature of candidate)

Place:

Date: