

CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH

INSTITUTENEHRU MARG, NAGPUR 440 020 (M.S.) INDIA

ONLINE INTERVIEW

(Through Video Conferencing on MS Team)

ADVERTISEMENT NO.01/October/2021/SEAF

Eligible & interested candidates are invited for ONLINE INTERVIEW (Through Microsoft Teams) for the

Following purely temporary position of **Scientific Administrative Assistant** under the Project "**Establishing Sophisticated Environmental Analytical Facility at CSIR-NEERI** (project No.: MLP-95) tenable at CSIR-NEERI Nagpur.

The last date of submission of online application form is November 15, 2021

Position Code	Name of The Position	Essential Qualification	Job Requirement	Upper age Limit	Monthly Emoluments(f)
1	Scientific Administrative Assistant (One position)	Graduate in Arts(B.A) and ITI (COPA) with minimum 1 year of Experience in ERP	<ul style="list-style-type: none">Graduate with Knowledge of Computer Desirable : Basic knowledge of Data Entry and ERP related work	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).
- 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 AM. onwards and will be called anytime during the allotted time period (if any change is there, they will
- 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.


Senior Principal Scientist & Head , SEAF
Project Leader:MLP-95