

**ADVERTISEMENT AND TERMS & CONDITIONS FOR ENGAGEMENT OF ONE (01) SENIOR PROJECT ASSOCIATE AND ONE (01) PROJECT ASSOCIATE ON CONTRACT BASIS (FOR REVIEW OF NATIONAL AWARDS FOR WOMEN'S DEVELOPMENT THROUGH APPLICATION OF SCIENCE & TECHNOLOGY)**

Technology Information, Forecasting & Assessment Council (TIFAC), an Autonomous Body under the Department of Science and Technology (DST), Government of India invites applications from Indian Nationals for engagement of one (1) Senior Project Associate and one (1) Project Associate (for Review of National Awards for Women's Development through Application of Science & Technology) on full time contract on monthly emoluments basis.

The Terms and Conditions of the engagement are as follows:

1. **Name of positions :** (i) Senior Project Associate

(ii) Project Associate

2. **Number of positions:** One (1) each

3. **Method of recruitment:** Through online advertisement and interview

4. **Education qualification & Experience :**

(i) **Senior Project Associate :**

1. Essential Education Qualification: M.Sc./B.Sc/BE/BTech.
2. Desirable Educational Qualification: M.BA/M.Sc/M.Tech
3. Age: Not to exceed 40 years as on 31 March 2023
4. Experience: Minimum of four-year experience in the relevant field

(ii) **Project Associate**

1. Essential Education Qualification: M.Sc./B.Sc/BE/BTech.
2. Desirable Educational Qualification: M.BA/M.Sc/M.Tech
3. Age: Not to exceed 35 years as on 31 March 2023
4. Experience: Minimum of two-year experience in the relevant field

6. **Scope of Work, Job Description and Responsibilities:** Executing the entire work on women's award assessment., questionnaire preparation and circulation, Collecting, collating and analyzing the data of past awardees of National award for Women's development, organizing consultation workshops in different part of the country, analysis of the report, compilation of the information, report writing etc.

7. **Other Attributes:** Candidates should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills.

**8. Monthly Emoluments:**

The Senior Project Associate will be paid monthly emoluments of Rs. 42,000/- pm + 24% HRA all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, telephone, etc. would be paid. In case he/she is deputed for outstation travel, he/she would be paid TA/DA/local transport as admissible to Pay Level-10 of 7th CPC.

The Project Associate will be paid monthly emoluments of Rs. 35,000/- pm + 24% HRA all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, telephone, etc. would be paid. In case he/she is deputed for outstation travel, he/she would be paid TA/DA/local transport as admissible to Pay Level-10 of 7th CPC.

9. **Place of posting:** Full-time basis in TIFAC, New Delhi. The Senior Project Associate / Project Associate may require to undertake travels as per the requirement of the Project .

10. **Term of Contract:** The term of contract purely on a contract basis which is a co-terminus with the project. At present, the duration of the project is about 6 months. The term of contract may be reduced at the discretion of TIFAC before making the offer of contract. After the contract is signed/ accepted, TIFAC or Senior Project Associate / Project Associate may terminate the contract by giving one month's notice in writing to the other party without assigning any reason. The term of contract may be extended beyond the duration mentioned above on the same rates and terms and conditions, if mutually agreed by both.

11. **Confidentiality & Conflict of Interest:** The Senior Project Associate / Project Associate so engaged would be required to maintain Confidentiality & discharge his/her duties with sincerity. In case it is found to be in conflict with the interest of TIFAC, his/her services are liable to be discontinued immediately without assigning any reason. Further, the Senior Project Associate engaged shall not be permitted to take up any other assignment during the period of **engagement** with TIFAC without prior permission of TIFAC in writing.

12. **Leave Entitlement:** The Senior Project Associate / Project Associate engaged as above will be on full time basis and shall be entitled to leave of 08 days in a year on pro-rata basis without any deduction in consolidated monthly remuneration.

13. **The applicants need to enclose the copies of the following documents, duly self attested as proof of their credentials:**

- (i) Date of Birth Certificate (SSC/SSSC/Matriculation Certificate)
- (i) Degree/Certificates
- (ii) Experience certificate from employer
- (iii) No objection / relieving letter from the Employer (if employed at present)
- (iv) Duly filled in application form as per the format attached

Any other document, if deemed necessary may be demanded by TIFAC during the selection / contract signing process.

**14. General Conditions:**

- a. **The application form as per prescribed format complete in all respect along with all enclosures may be sent through online link as given below.**
- b. **The last date of receipt of application through online mode as per link given below within 15 days from the date of display of Advertisement on TIFAC Website (www.tifac.org.in)**
- c. **The prescribed qualifications /experiences are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.**
- d. **TIFAC reserves the right to restrict the number of candidates for interview to a reasonable limit.**
- e. **NO TA/DA will be provided for appearing in interview.**
- f. **Selected candidate(s) will be needed to join immediately.**
- g. **TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.**

**15. Mode of Submission of application online**

Online Application Link:

[https://docs.google.com/forms/d/e/1FAIpQLScFiEEwt1c-G2Qrf2UrSOPYQcsHWMurKS11n3ne\\_xRucjO8fw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScFiEEwt1c-G2Qrf2UrSOPYQcsHWMurKS11n3ne_xRucjO8fw/viewform?usp=sf_link)

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