



Technology Information, Forecasting and Assessment Council (TIFAC)

(An Autonomous Body of Department of Science & Technology
New Delhi-110 016)

Walk-in-Interview

WALK-IN-INTERVIEW ON 17th November, 2023 from 2:30 PM onwards **in TIFAC** for engagement of one Project Associate-II on full time contract and consolidated remuneration basis for a period of 05 months or co-terminus with the project or till further orders, whichever is earlier under the project Review of National Awards for Women's Development through Application of Science & Technology).

The Terms and Conditions of the engagement are as follows:

1. **Name of positions :** (i) Project Associate - II
2. **Number of positions:** One (1)
3. **Method of recruitment:** Through online advertisement and interview
4. **Education qualification & Experience :**
 - i. **Project Associate-II**
 1. Essential Education Qualification: M.Sc./B.Sc/B.E/B.Tech.
 2. Desirable Educational Qualification: M.B.A/M.Sc./M.Tech
 3. Age: Not to exceed 35 years as on date of Interview.
 4. Experience: Minimum of two-year experience in the relevant field
5. **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.
6. **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.
7. **Monthly Emoluments:**

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

9. **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 5 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 Project Associate -II 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.

10. **Confidentiality & Conflict of Interest:** The Project Associate-II 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 Project Associate-II 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.

11. **Leave Entitlement:** The Project Associate-II 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.

12. **The applicants need to bring with them Duly Filled-in Application Form as per format given below and enclose the copies of the following documents, duly self attested as proof of their credentials:**

- (i) Date of Birth Certificate (SSC/SSSC/Matriculation Certificate)
- (ii) Degree/Certificates
- (iii) Experience certificate from employer
- (iv) No objection / relieving letter from the Employer (if employed at present)
- (v) Duly filled in application form as per the format attached.
- (vi) Any other document, if deemed necessary may be demanded by TIFAC during the selection / contract signing process.

13. **General Conditions:**

- a. The walk in interview would be conducted on **17.11.2023 from 10.30 AM to 2.00 PM in TIFAC**, AI Block 5th Floor, Technology Bhawan New Mehrauli Road, New Delhi-110 016
- b. **The Candidate may report half an hour before start of Interview** along with duly filled in application in the prescribed performa attached.
- c. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be date of 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.
TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.

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APPLICATION FORMAT FOR ENGAGEMENT OF PROJECT ASSOCIATE-II (FOR REVIEW OF NATIONAL AWARDS FOR WOMEN'S DEVELOPMENT THROUGH APPLICATION OF SCIENCE & TECHNOLOGY)

PHOTO

1. Post Applied For :

2. Name of the Applicant :

3. Date of Birth :

4. Permanent Address :

5. Correspondence Address :

6. Contact No. (Mobile & Landline) :

7. Email ID :

8. Nationality :

9. Educational Qualification :

(Class 10th onwards)

| Exam/Degree | Board/University | Year of Passing | % Grade | Subject |
|-------------|------------------|-----------------|---------|---------|
| | | | | |
| | | | | |

10. Professional Qualification :

| Exam/Degree | Board/University | Year of Passing | % Grade | Subject |
|-------------|------------------|-----------------|---------|---------|
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11. Details of Experience in chronological order (with brief of the duties performed – details may be provided in the form of Annexure)

| Name of Organisation | Post held | Pay Scale | Gross Emoluments | Period | Nature of Duties |
|-----------------------------|------------------|------------------|-------------------------|---------------|-------------------------|
| | | | | | |
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12. Emoluments Last Drawn (last basic pay, if working in Govt. service):

13. Any other information

Note: Please attach self-attested copies of testimonials as mentioned in the advertisement.

Declaration

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:

Place:

Signature: