

CIPET: SARP-LARPM, Bhubaneswar

Essential Qualification & Experience: Project Assistant (HR/Finance/Operations)

Sl. No.	Details	Requirement
1.	Name of the Post	Project Assistant (HR/Finance/Operations)
2.	Remuneration	₹ 25,000/- per month
3.	Age limit	Upto 35 years Relaxation in age, qualification and experience may be considered for deserving candidates.
4.	Educational & other qualification	<ul style="list-style-type: none">• Full time first class Graduation in any discipline from a recognized university.• Minimum 02 years post qualification experience in handling Office Communications.• Speed in English typing @ 35 wpm.• Proficiency in Computer operations including knowledge of MS Office, noting and drafting.
5.	Essential Skill Sets	<ul style="list-style-type: none">• Should have good oral and written communication skills.• Experience in Administration, Human Resource, Establishment, Finance and Personnel.
6.	Duration	<ul style="list-style-type: none">• The appointment for the above contractual position will be initially for 01 year, which can be further extended subject to satisfactory performance, availability of funds in the Project and requirement in the project

Essential Qualification & Experience: Project Fellow

Sl. No.	Details	Requirement
1.	Name of the Post	Project Fellow
2.	Remuneration	₹ 30,000/- per month
3.	Age limit	Upto 35 years Relaxation in age, qualification and experience may be considered for deserving candidates.
4.	Educational & other qualification	<ul style="list-style-type: none"> • ME/M.Tech with first class, in any discipline related to in Mechanical Engineering/Materials Science/Additive Manufacturing/Plastics Engineering / Manufacturing Engineering /Polymer Nanotechnology with specialization in relevant field (Processing, CAD/CAM, Manufacturing, Design) and the candidate, should have a valid GATE score in the relevant field.
5.	Essential Skill Sets	<ul style="list-style-type: none"> • Candidate having knowledge of Additive Manufacturing using various techniques (FDM, PBD, Binder Jet, SLA, SLS etc.). • Familiarity with Computer Aided Design (CAD) software such as Solid works and STL files, 3D printer handling, CNC machine. • Competency in Hands-on experience in handling sophisticated equipments/ machineries • Should have good oral and written communication skills • Experience in Execution of Production / Job Order • Knowledge of Plastics Processing / Testing.
6.	Duration	<ul style="list-style-type: none"> • The appointment for the above contractual position will be initially for 01 year, which can be further extended subject to satisfactory performance, availability of funds in the Project and requirement in the project

Terms and Conditions:

1. The contract is purely temporary and initially only for a period of one year but extendable if work is found satisfactory on year-to-year basis till the completion of the Project.
2. The Candidate have to fully devote their time for the project work and are not allowed to join any other course (Part/ Full time).
3. Maximum age limit is 35 years as on **12.02.2021** and relaxation in age for SC/ST/OBC and women candidates will be extended as per rules.
4. No TA/DA will be paid for either attending the interview or while joining the project.
5. Complete applications in the prescribed format should reach the mentioned address on or before **12.02.2021** in the following address :

**Asst. Admin Officer
CIPET:SARP-LARPM
B-25, CNI Complex, Patia,
Bhubaneswar – 751024, Odisha**

6. Candidate should bring with him/her the signed hard copy of the application form at the time of interview.
7. Applicable HRA will be payable if accommodation will not be provided by CIPET:SARP-LARPM, Bhubaneswar
8. Shortlisted candidates will be called for the Written Test/Interview and the date of Interview will be intimated via e-mail only. No other communication in this regard will be entertained.
9. Original documents of Certificates / Degrees / Mark sheets / Age-Proof / and other Testimonials should be produced at the time of Interview / Joining.
10. If Applicant failed to submit the required documents, the application will be rejected.
11. If any false information is provided by the candidates and is found guilty, the necessary Action will be taken and the candidate has to refund all the payments made to him/her.

Asst. Admin Officer