



वै.औ.अ.प. – केन्द्रीय औषधीय एवं सगन्ध पौधा संस्थान  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

पोस्ट आफिस – सीमैप कैम्पस, लखनऊ – 226 015, भारत

CSIR - CENTRAL INSTITUTE OF MEDICINAL & AROMATIC PLANTS

(Council of Scientific & Industrial Research)

P.O. CIMAP Campus, Lucknow – 226 015, INDIA

**ADVT. NO. AROMA AA/PM/AROMA-II/2021**

**Dated: 26-03-2021**

**WALK-IN-INTERVIEW for engagement of Two Administrative Assistant and One Project Manager**

**DATE OF WALK-IN-INTERVIEW – 09<sup>th</sup> April 2021**

The eligible and interested candidates may appear in Walk-in-Interview on the respective date of Walk-in-Interview as detailed below for purely temporary engagement as Administrative Assistant (Two Positions) and Project Manager (One Position) under AROMA MISSION Project Phase-II at CSIR CIMAP, Lucknow. The eligibility criterion is as follows:-

**Date of Walk-inInterview:- 25-03-2021**

**Reporting Time:- 9.30AM to 11.30AM**

Sl. No.	Designation	Qualification	Maximum AgeLimit	Stipend per month	Date of Interview & Reporting Time
1.	Administrative Assistant (Two Position)	Graduate in any discipline	50 Yrs	Rs. 18,000/- +HRA	Dt 09-04-2021 Time 9.30AM to 11.30AM
2.	Project Manager (One Position)	Doctoral Degree in Science or Master Degree in Engineering or Technology from a recognized University or equivalent with 20Years of experience in relevant field.	45 Yrs Minimum Age	Rs. 1,25,000/- Consolidated	Dt 09-04-2021 Time 9.30AM to 11.30AM

**Mode of Selection: Selection is to be done on the basis of performance in Interview. A written test may be conducted if the candidates appears in higher Nos.**

**General Terms & Conditions:**

1. Engagement will be initially for a period of one year, and may be extended or curtailed depending upon the project requirement, and desired level performance or conduct of the incumbent, and availability of Funds from funding agencies as the case may be.

2. The tenure of Project Staff shall be co-terminus with the project. However, under no circumstances the tenure would be allowed to exceed five years duration. The performance of the Project Staff would be reviewed periodically so that any one not found up to the mark, could be terminated.
3. The position is only **temporary** and, therefore, will not confer any right on the incumbent to any claim, implicit or explicit on any post in CSIR-CIMAP.
4. The upper age limit in as mentioned for the above positions will be as on **date of Walk-in-Interview**, which is relaxable upto 5 years in the case of candidates belonging to scheduled Caste/Scheduled Tribes/Persons with disabilities/ Women/ OBC.
5. Special age relaxation in case of widows, Divorced women and women judicially separated from their husbands, who are not remarried as per rules.
6. On completion of the tenure in one project, in case, one wants to apply for engagement in another project, he/she will have to go through the process of selection by submitting a fresh application under the new project. Engagement of the Project Staff under the new project would be made only after submission of resignation and "No Demand Certificate" in the previous project.
7. Whereever possible accommodation will be provided to project staff, if accommodation is not possible, HRA will be paid as per rules. If accommodation is provided, the licence fee would be deducted as per CSIR rules.
8. The Project Staff shall be permitted to avail leave and dispensary facility, as per rules.
9. The Institute provides canteen facilities as is being provided for regular staff members on payment of suitable charges.
10. Experience, where required, will be counted from acquiring minimum educational qualification.
11. Final semester and results awaited candidates will not be allowed to appear for Interview.

21/2/20  
Controller of Administration  
CSIR-CIMAP,LKO

Copy to:-

1. Head ICT , CSIR-CIMAP, Lucknow with request for hosting on CIMAP Website under vacancy Link.
2. Head HRD, CSIR-CIMAP, Lucknow for information and necessary action please.