



**International Advanced Research Centre for
Powder Metallurgy and New Materials (ARCI)**
(An Autonomous R&D Centre of Department of Science & Technology, Govt. of India)
Plot No. 102, Institutional Area, Sector 44, GURUGRAM (NCR – DELHI) – 122 003, HARYANA
Phone No. : 0124-2570218, Email : rectt@arci.res.in

Advt. No. ARCI/HRD/PMU/RECT/1/2026

WALK-IN-INTERVIEWS
for
Engagement of Office Staff on Contract Basis for Time-Bound Sponsored Project
Last Date for Submission of Online Applications is **31st August 2026**

**ARCI strives to have a workforce which reflects gender balance
and women candidates are encouraged to apply**

ARCI invites applications from suitable candidates for engagement as Office Staff at various levels on a **temporary “Contract Basis”** for working on a time-bound sponsored project. All the positions are **purely temporary in nature and co-terminus with the duration of the sponsored project, i.e., up to April 2027**. The selected candidates will be **posted at ARCI’s office located at Gurugram, National Capital Region (NCR)–Delhi, Haryana**, or at such other location(s) as may be directed by the funding agency, depending on the requirements of the project. The following temporary positions are available for engagement:

Sl. No.	Name of the posts with Details	Qualification & Experience	
01.	Post Code : 01 Project Analyst No. of Posts : 01 (one) Upper Age Limit : 35 years Fixed Emoluments : Rs. 60,000/- per month (all inclusive).	Essential Qualifications & Experience	Desirable
		Qualifications: Master’s Degree in Social Sciences or equivalent from a recognized University/ Institute. Experience: Minimum 1 year in study/research impact analysis of government schemes/ programmes.	(a) Shall be able to understand, study the data generated, analyze its impact under different schemes and various parameters. (b) Shall be able to carry out quick and accurate analysis of the data. (c) Shall be able to generate timely impact reports. (d) Good communication skills will be an added advantage.
		Job Requirement: The candidate selected will be responsible for analyzing the data generated and carry out impact analysis from time-to-time. Active participation in entire sponsored project activities is expected	

Sl. No.	Name of the posts with Details	Qualification & Experience	
02.	Post Code : 02 Project Executive Assistant No. of Posts : 2 (two) Upper Age Limit : 35 years Fixed Emoluments: Rs, 45,000/- per month (all inclusive).	Essential Qualifications & Experience Qualifications: B.Tech./B.E. in Computer Science/ Information Technology OR M.C.A. OR M.Sc. in Science and technology area (s) or equivalent OR B.Sc./three (3) years full time Diploma in Computers or equivalent from a recognized University/Institute. Experience shall be in office management in an IT environment as given below: (i) Three (3) years' experience for B.Tech./B.E. OR M.C.A. OR M.Sc. (ii) Five (5) years' experience for B.Sc./Diploma candidates.	Desirable (a) Working experience in a similar area or in an organization involving in data processing and handling. (b) Experience in updating, maintaining and retrieving information held on computer system/portal. (c) Understanding of data issues & ability to analyse, generate reports, work quickly and accurately. (d) Good communication skills and ability in multi-tasking will be an added advantage.
		Job Requirement: The candidates selected will be responsible for coordination of different schemes, handling of large number of applicants data, their processing, generation of MIS reports and timely completing of the assigned tasks. Active participation in entire sponsored project activities is expected.	
03.	Post Code : 03 Project Data Entry Operator No. of Posts : 3 (three) Upper Age Limit : 35 years Fixed Emoluments: Rs. 24,000/- per month (all inclusive).	Essential Qualifications & Experience Qualifications: B.Sc. in science and technology area(s)/three (3) years full time Diploma in Computers or equivalent OR Any graduate from a recognized University/Institute. Experience shall be in office management in an IT environment as given below: (i) Two (2) years' experience for B.Sc./Diploma candidates. (ii) Five (5) years' experience for any graduate.	Desirable work Experience (a) Working experience in a similar area or in an organization involving in data processing and handling. (b) Shall possess very good computer (MS Office) knowledge with good typing speed. (c) Good communication skills and ability in multi-tasking will be an added advantage.
		Job Requirement: The candidates selected will be responsible for day-to-day operation of scheme involving in handling of large data, their processing and timely completion with accuracy. Shall be able to Update, maintain and retrieve information held on computer system/portal. Shall be able to understand data issues, ability to work quickly & accurately, and pay attention to detail. Active participation in entire sponsored project activities is expected.	

Other Benefits: In addition to the above consolidated salary, benefits such as Employees Provident Fund (EPF), Medical Insurance for self/nuclear family members, paid leave (as per norms) etc., are available.

Mode of Selection :

- (a) Selection for the post of **Project Analyst** will be through personal interview for the short-listed candidates.
- (b) Selection for the short-listed candidates for the posts of **Project Executive Assistant** and **Project Data Entry Operator** will be through personal interview followed by skill test.

I. Application Procedure:

Interested candidates fulfilling the above eligibility criteria may submit their online application at: <https://arci.res.in/careers/vacancies>. The last date for receipt of filled-in online applications with supporting documents (educational, experience certificates etc.,) is **31st August 2026**. At this stage, candidates need not send hard copy of their application.

II. Screening/Short-listing and Selection Process

- a. Mere fulfilling the minimum prescribed qualifications and experience will not vest any right in a candidate for being called for walk-in personal interview/skill test/written test. ARCI reserves all rights to screen the applications and short-list candidates to be called for walk-in personal interview/skill test/written test.
- b. Eligible candidates will be provisionally shortlisted based on the face value of the details provided by them in their online applications submitted.
- c. Screening/shortlisting will be done by a Committee based on the academic qualifications, relevant work experience as provided by the candidates in their online applications. Since, the project manpower is for time-bound sponsored projects with short duration (i.e. upto April 2027), the candidates having relevant experience to the project will have advantage over others.
- d. Shortlisted candidates' list for walk-in personal interview will be displayed on ARCI website : <https://www.arci.res.in/offerings/careers>. Shortlisted candidates will be required to appear for personal interview/skill test/written test.
- e. The shortlisted candidates for walk-in personal interview will be informed by email. ARCI shall not be responsible in case a candidate provides insufficient/wrong email Ids or email sent goes into spam email. The walk-in interview details are given below:

WALK-IN INTERVIEW DETAILS FOR SHORTLISTED/SCREENED-IN CANDIDATES

Sl. No.	Name of the Post	No. of posts	Date of Walk-in Interview	Reporting time for Interview	Walk-in Interview Venue
01.	Project Analyst	01	7 th September 2026 (Monday)	0830 hours	Plot No. 102, Institutional Area, Sector 44, GURUGRAM (NCR-DELHI)-122 003, HARYANA Ph.No. . 0124-2570215
02.	Project Executive Assistant	02	7 th September 2026 (Monday)	0830 hours	
03.	Project Data Entry Operator	03	8 th September 2026 (Tuesday)	0830 hours	

III. Place of posting:

All selected candidates will be posted at ARCI Office located at Gurugram (National Capital Region (NCR)-Delhi), Haryana/depending on the project requirements, posting will also be as per directions of funding agency.

IV. Tenure:

The tenure of the selected candidates will be upto the time-bound sponsored project's tenure i.e. **upto April 2027**. The term of the contract engagement will be co-terminus with the project or earlier, purely based on the performance of the candidate appointed.

GENERAL TERMS AND CONDITIONS

1. Only Indian nationals need to apply.
2. The particulars furnished by the candidates in his/her online application form will be taken as final, and data entry is processed by the computer, based on these particulars only. Therefore, candidates should be careful while filling in the details/uploading relevant documents etc. Candidates should also note that the details provided by them in their online application are taken at their face value and the onus of proving the correctness and authenticity of the same, as and when required, lies with the candidates.
3. In case, if the candidate is shortlisted for walk-in personal interview/skill test/written test, he/she shall bring hard copy of application submitted by online, duly supported by self-attested photocopies of educational (SSC/SSLC/ Matriculation, Degree), experience certificates (for all the experience claimed), caste (in case of SC/ST/OBC/EWS) certificate, passport size photograph, AADHAR Card/Any other Govt. issued ID document (for identity proof)/testimonials and produce all originals for verification. All the certificates to be submitted in original for verification at the time of walk-in personal interview/skill test/written test. Any other document, if deemed necessary may be demanded by ARCI during the selection process/before joining.
4. **Age Limit:** Age should not exceed the limit indicated as on the closing date for submission of online applications. However, upper age limit is relaxable by **5 years for SC/ST** and **3 years for OBC (Non-creamy layer)** candidates. Age relaxation for Persons with Disabilities (PwD) shall be as per Govt. of India orders. Scanned copy of the relevant certificate in the prescribed form (duly attested photocopy) issued by the competent authority in support of the claim as belonging to SC/ST/OBC/EWS/PwD must be uploaded.
5. Mere fulfilling the minimum prescribed qualifications/experience will not vest any right in a candidate for being called for a walk-in personal interview/skill test/written test.
6. Period of experience mentioned against the above said post(s) shall be counted from the date of acquiring the prescribed essential qualifications that are obtained from recognized universities/ Institutions.
7. The total numbers of positions to be filled-in is provisional and the total number to be filled-in shall depend upon the actual requirement at the time of recruitment vis-à-vis the need and will depend on the availability of requisite talent among those who have applied for the posts.
8. ARCI reserves the right to restrict the number of candidates to be called for walk-in personal interview to a reasonable limit. Therefore, ARCI reserves the right to call or not to call a candidate for walk-in personal interview/skill test/written.
9. If a candidate is presently working in a government organization, should submit **"No Objection Certificate"** at the time of personal interview.
10. ARCI reserves the right to revise/reschedule/cancel/suspend the engagement process, if the need so arises, without assigning any further notice or reason therefore.
11. Age limit, qualification and/or experience may be relaxed by the competent authority in case of exceptionally meritorious candidates.

12. The sponsored project is time-bound with short gestation period and committed deliverables requiring specific experience. Accordingly, relevant experience critical. Therefore, amongst the candidates meeting the essential qualifications, those having requisite experience will be given preference over the other candidates.
13. Candidates selected for the above project post will be offered purely temporary appointment on contractual basis to work-in the time-bound sponsored. Therefore, during the tenure or after completion of sponsored project tenure, the selected candidates shall not have any right, whatsoever to claim regular appointment or permanent absorption in ARCI/sponsoring agency.
13. **Incomplete applications/late applications/applications without essential required documents shall not be considered. Interim enquires will not be entertained.**
14. **No TA/DA will be paid for the short-listed candidates attending walk-in personal interview or for joining (if selected).**
15. In all matters relating to this advertisement and subsequent processing, the decision of the competent authority, ARCI will be final and binding.
16. Canvassing or bringing in any influence in any form shall be considered as disqualification.
17. **Candidates are requested to note that, request for change of walk-in interview date/time/venue/mode of interview will not be entertained. Candidates short-listed for walk-in personal interview should make their own arrangements for accommodation.**
18. Candidates are advised to visit ARCI website <https://arci.res.in/offerings/careers> periodically for further information and updates pertaining to this advertisement, (for information on amendment/list of short-listed candidates for personal interview/written test and selected candidates' list etc.). Information displayed on the website shall be deemed as intimation to the candidates.
- 19. Last Date for Submission of filled-in Online Applications is 31st August 2026.**