

# Harish-Chandra Research Institute

(An Autonomous Institute under Dept. of Atomic Energy, Govt. of India)

Chhatnag Road Jhansi, Allahabad – 211 019.

Advertisement Notice No. 02/2017

Date : 15.12.2017

Harish Chandra Research Institute (HRI) is an Autonomous Institute funded by Dept. of Atomic Energy, Govt. of India. Institute is dedicated to research in Mathematics and Theoretical Physics.

HRI invites application from the eligible citizens of India for the following post to be filled by Direct Recruitment on regular basis. The details of the post are given below:-

Name of Post	Number of post	Category	Maximum Age Limit (as on 10.02.2018)	Pay Scale
Personal Assistant to Director	01	UR	40 Years	Level 7 of Pay Matrix : Rs.44900-142400

## Qualification & Experience:

Personal Assistant to Director	<p><b>Essential Qualification:</b> Bachelor's degree from any recognised University with a minimum 50% marks having good command over English language. Minimum speed of 120 words per minute in English stenography (7 minutes duration) to be transcribed in 45 minutes. Proficiency in working on computers on office automation tools - Word Processor/Spread sheet like MS-Word/MS-Excel etc. is required.</p> <p><b>Experience:</b> Minimum of 8 years' experience in personal secretarial profession reporting to the higher officials at the helm of affairs either in a large scale industry/PSU/Government organisation or in a reputed University and/or Professional or Higher Educational Institute subject to following:-</p> <ol style="list-style-type: none"><li>(1) Already working on an analogous post and scale at Level 7 of pay matrix or equivalent 6th CPC pay scale (GP 4600)</li></ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"><li>(2) at least two years' experience in the scale at Level 6 of Pay Matrix or equivalent 6th CPC pay scale (GP 4200)</li></ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"><li>(3) at least five years' experience in the scale at Level 5 of Pay Matrix or equivalent 6th CPC pay scale (GP 2800)</li></ol> <p><b>Job requirements:</b></p> <ol style="list-style-type: none"><li>(1) To assist Director in all his works assigned by the competent authorities from time-to-time which includes preparation of draft replies, noting, coordination of his programs and keeping all records/files in a systemic manner in Director's office.</li><li>(2) Helping Director in discharging his administrative duties etc. He will also be the nodal officer for all projects on behalf of the Director and will also act as a bridge among Faculty, Administration and Director.</li><li>(3) The candidate is expected to have exemplary skills of English communication both written and spoken and is</li></ol>
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	<p>expected to modestly maintain / manage the office of the Director. He is expected to maintain highest degree of confidentiality in dealing with the people and papers and at the same time maintaining good rapport with all involving agencies / persons as a good go-getter. He should be able to correspond independently with outstanding skills of drafting, manage the time and tide of the Director in his presence and absence. Knowledge of Hindi writing and speaking shall be an added advantage.</p>
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**HOW TO APPLY :-**

- a) Applicant should fill up his name, date of birth, qualifications, experience etc. in prescribed Application Format given at our website [www.hri.res.in](http://www.hri.res.in).
- b) One recent colour passport size self-attested photographs should be affixed on the place given in the application form.
- c) Self – attested copies of the certificates in support of Educational Qualifications, Age, Experience and Category (in case of SC/ST/OBC) should be attached along with the application form.
- d) The envelope containing the application should be superscripted as “**Application for the post of \_\_\_\_\_” and Advertisement No. \_\_\_\_\_**”.
- e) The application form complete in all respect along with the self-attested copies of relevant certificates in support of educational qualifications, age and experiences etc. must reach in a sealed envelope to the address given below **on or before 5.00 p.m. of 10.02.2018:-**

**To,  
Registrar,  
Harish-Chandra Research Institute,  
Chhatnag Road, Jhunsi, Allahabad – 211 019.**

**GENERAL TERMS & CONDITIONS:-**

- 1) Those applicants who had applied against Employment Notice No.01/2016 dated 23.09.2016, for the post of P.A. to Director are required to apply afresh.
- 2) The prescribed qualifications and experience are minimum. Mere possession of the same will not entitle a candidate to be called for test.
- 3) The institute reserves the right to restrict the number of candidates for test to a reasonable limit on the basis of qualification and experience, higher than those prescribed in this advertisement.
- 4) Age relaxation as per Government of India rules should be made applicable.
- 5) Persons working in the Central Govt./State Govt./Public Sector Undertakings/Autonomous Bodies/Central/State Universities should submit their applications through proper channel.  
However, in order to avoid the delay they may send an advance copy of their application along with the enclosures as required.
- 6) The institute reserves the right to reject any or all the applications without assigning any reasons thereof.
- 7) Applications incomplete in any respects and not accompanied with the relevant self-attested copies of certificates/ documents/photographs etc. will summarily be rejected.
- 8) Selection will be done on the basis of test (written /skill test).
- 9) In case of discrepancy between Hindi or English version, the English version will be treated as final.
- 10) The last date for submission of application form is **10.02.2018**.

**Registrar,  
HRI, Allahabad**

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**ADVT. NO.:**

**02/2017**

**APPLICATION FOR THE POST OF**

**P.A. TO DIRECTOR**

Affix your self -  
attested passport  
size photograph

1.	Name of Applicant	:					
2.	Father's Name	:					
3.	Date of Birth (DD/MM/YYYY)	:					
4.	Age as on 10.02.2018	:					
5.	Gender (Please <input type="checkbox"/> mark)	:	Male	Female			
	Marital status (Please <input type="checkbox"/> mark)	:	Unmarried	Married			
6.	Category (SC/ST/OBC/UR)	:					
7.	Whether Physically Handicapped (Y/N) If yes, nature of Disability and its Degree.	:					
8.	Mailing Address (With Pin Code & contact no.)	:					
9.	Permanent Address (with pin code)	:					
10.	Mobile No.	:					
11.	E-mail Address	:					
12.	<b>Educational Qualifications (Start from 10<sup>th</sup> onwards)</b>						
	<b>Sl.</b>	<b>Academic Qualification</b>	<b>Name of Board/ University</b>	<b>Year of Passing</b>	<b>Subject (s)</b>	<b>% age of marks obtained</b>	<b>Class/ Division</b>

13.	<b>Experience : (Attach proof)</b>					
	Organization	Post held	Period		Pay scale & Grade Pay	Nature of duties
			From	To		

**Other details (if any) :**

**Declaration:**

Certified that the information furnished above are true and correct to the best of my knowledge and belief and in case the same is found false or incorrect my candidature/appointment may be cancelled/terminated at any stage.

Date .....

Place .....

**Signature of the candidate**