

Advertisement No. VP/1/2017



VIGYAN PRASAR

(An autonomous organization under the Department of Science and Technology)

Vigyan Prasar is a dynamic national institute for science and technology communication engaged in developing communication material and strategies for science and technology outreach. Scientists with a flair for communication will find exciting opportunities in complex challenges while building fulfilling career. Applications on prescribed proforma are invited for the following post:

1) Accounts Assistant (01 post) on Deputation failing which by Direct recruitment.

Pay Band: PB: 2; ` 9300-34800+4200 as Grade Pay.

Essential Qualifications:

A degree in Commerce from a recognized university, or equivalent

Experience:

At least 04 years of experience in administration, finance and accounts, budget, preparation of annual accounts, handling of cash, stores, working knowledge of GPF, CPF and purchase rules and regulations under government departments, autonomous bodies or PSUs etc.

Desirable Qualification and Experience:

- i) Working knowledge of MS Office and Tally
- ii) Cash & Accounts course from ISTM, New Delhi

Job Description:

Will be responsible for all accounts / finance and administrative matters; able to prepare/books/ledgers, final accounts and balance sheet; preparation of budget estimates, payment of claims/bills, purchase matters, auditing, processing of day-to-day accounts, administrative matters. Liaison with Govt. and private bodies etc.

Age Limit:

Not exceeding 35 years (Relaxable for Government Servants and employees of autonomous institutions/recognized universities/PSUs/ SC/ST/OBCs in accordance with the instructions/ orders issued by the Central Government).

Eligibility criteria for deputation

Holding analogous post; or ii) five years experience in post in pay band ` 5200-20200+2800(GP) in government departments/ autonomous bodies and who fulfill all the qualifications and experience prescribed for direct recruitment (the period of deputation initially be 3 years and can be extended up to 5 years as per instruction on the subject).

2) Junior Hindi Translator: (One post-UR) on Direct Recruitment.

Pay Band: PB: 2; ` 9300–34800+4200 as Grade Pay.

Essential Qualifications:

I) Master's Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level.

Or

Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with English or Hindi medium and English or Hindi as a compulsory or elective subject or as a medium of examination at degree level.

and

II) Recognized Diploma or Certificate Course in translation from Hindi to English and vice-versa.

Experience:

i) 02 years experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking/ Autonomous Bodies or PSUs etc.

Desirable Qualification and Experience:

1. A Degree/ Diploma in translation from Hindi to English and vice-versa from a recognized university.
2. Experience of translating Science contents from English to Hindi and vice-versa.
3. Experience in Hindi Typing.

Job Description:

Will be responsible for translation work related to various articles for magazines, books and office forms, correspondence and circulars etc.

Age Limit:

Not exceeding 30years (Relaxable for Government Servants and employees of autonomous institutions/ recognized universities/ PSUs/ SC/ ST/ OBCs in accordance with the instructions/ orders issued by the central government).

3) **PA-‘B’:** (One post - UR) on Deputation failing which by Direct recruitment.

Pay Band: PB: 1; ` 5200–20200+2800 as Grade Pay.

Essential Qualifications:

- i) A degree from a recognized university, or equivalent.
- ii) Speed of 100 w.p.m. in English shorthand and 40 w.p.m. in typing.
- iii) Working knowledge of computer.

Experience:

- i) At least three years experience as Junior Stenographer in government departments/ autonomous bodies or PSUs etc.

Desirable Qualification and Experience:

- i. Working Knowledge of maintaining office records and files, preparing simple drafts and support for holding meetings, conferences etc.
- ii. Well versed in computer applications, MS Office, page making etc.

Job Description:

To provide secretarial assistance

Age Limit:

Not exceeding 27 years (Relaxable for Government Servants and employees of autonomous institutions/ recognized universities/ PSUs/ SC/ ST/ OBCs in accordance with the instructions/ orders issued by the central government).

Eligibility criteria for deputation:

Holding analogous post; or ii) three years experience in post in pay band ` 5200-20200+2400(GP) in government departments/ autonomous bodies and who fulfill all the qualifications and experience prescribed for direct recruitment (the period of deputation initially be 3 years and can be extended up to 5 years as per instruction on the subject).

4) **PA-‘C’:** (Two posts - UR) on Direct Recruitment.

Pay Band: PB: 1; ` 5200–20200+2400 as Grade Pay.

Essential Qualifications:

- i) A degree from a recognized university, or equivalent.
- ii) Speed of 80 w.p.m. in English shorthand and 30 w.p.m. in typing.

Experience:

- i) At least 03 years experience as a Stenographer in a government departments/ autonomous bodies or PSUs etc.
- ii) Working knowledge of computer (MS Office).

Desirable Qualification and Experience:

- i. Working Knowledge of maintaining office records and files, preparing simple drafts and support for holding meetings, conferences etc.
- ii. Well versed in computer applications, MS Office, page making etc.

Job Description:

Will provide secretarial assistance

Age Limit:

Not exceeding 27years (Relaxable for Government Servants and employees of autonomous institutions/ recognized universities/ PSUs/ SC/ ST/ OBCs in accordance with the instructions/ orders issued by the central government).

5) **Assistant Grade-II:** (One post - OBC) on Direct Recruitment.

Pay Band: PB: 1; ` 5200–20200+1900 as Grade Pay.

Essential Qualifications:

- i) A degree from a recognized university, or equivalent.
- ii) Speed of 40 w.p.m. in English and / or 25 w.p.m. in Hindi typing.

Experience:

- i) One years experience in office, accounts and stores work in government departments/ autonomous bodies or PSUs etc.

Desirable Qualification and Experience:

- i. Working experience in noting, drafting.
- ii. Working knowledge of computer.

Job Description:

Will be responsible for processing day-to-day bills / receipts / communications relating to administrative matters and dak, dispatch, diary, etc. Liaison with Govt. and private bodies etc.

Age Limit:

Not exceeding 27 years (Relaxable for Government Servants and employees of autonomous institutions/ recognized universities/ PSUs/ SC/ ST/ OBCs in accordance with the instructions/ orders issued by the central government).

Instructions and additional information: (For all above posts)

- a) Persons employed in government/Semi-Government/PSUs/ Autonomous Bodies must submit their applications through proper channel. **Applications not received through proper channel will not be considered.**
- b) While forwarding the application, the following documents are to be enclosed along with the application:

- I) Self attested copies of educational qualification and experience being claimed in the application, caste certificate where applicable.
 - II) A certificate to the effect from the concerned authority/Parent department/ Ministry has no objection to the selection of the applicant to the post applied for.
 - III) CR Dossier/ attested copies of the ACRs/APARs of the applicant for the preceding 5 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent.
 - IV) A certificate about the integrity of the officer.
 - V) Vigilance Clearance in respect of the applicant duly signed by the authorized officer of the appropriate status; and
 - VI) Details of penalties imposed, if any, during the last 10 years.
 - VII) Age limit is to be reckoned from the date of the advertisement.
 - VIII) The candidate claiming reservation must enclose caste certificate/ disability certificate, as the case may be in the prescribed proforma issued by the competent authority to issue such certificates. The certificates should be duly renewed and valid as per Govt. of India instructions. The same may include exclusion from Creamy Layer in the case of OBC candidates.
- c) Applications in the prescribed format should reach the **Registrar, Vigyan Prasar, A-50, Institutional Area, Sector-62, Noida 201 309, within a period of one month from the date of publication of this advertisement.** The last date in respect of applications received only (by post) from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep or abroad, would be **45 days from the date of publication of advertisement.** The qualifications and experience claimed must be backed by authenticated documentary proof. Each application should be signed by the candidate with the date. The envelope containing the application must be superscribed in bold letter as **“Application for the post of..... “ and also indicate whether applying for “Direct Recruitment/Deputation.”**
- d) Application only on the prescribed format Through Proper Channel along with all supporting documents stated will be accepted. Incomplete or unsigned applications, lacking information asked for, are liable to be rejected summarily. Canvassing in any form will be a disqualification. No TA/DA is admissible for attending the interview. Outstation SC/ST/PH Candidates called for interview would be reimbursed single second class rail fair by the shortest route on production of ticket / railway receipt.
- e) Merely fulfilling the minimum qualifications will not entitle a candidate to be called for test/interview. Applications will be screened and only shortlisted candidates would be called for test/interview.

APPLICATION FORMAT

Passport
size
photograph
to be
pasted

1. Post applied for :
 a) Deputation/ Direct Recruitment :
2. Advertisement No. :
3. Name in full (in block letters) :
4. Date of Birth :
 a) Age :
5. Nationality :
6. Father's/Husband's name :
7. Address for Correspondence :
8. Permanent Address :
9. Nearest Railway Station :
10. Educational/Professional qualifications indicating chronologically the examinations passed:

Qualification	University/Board	Year of Passing	Classes	Percentage of marks	Subjects taken

11. Whether SC/ST/OBC/Ex-Servicemen/Physically Handicapped: (Please specifically write Yes/No. If yes, please write category to which you belong).

12. a) Details of previous and present employment held, if any, in chronological order Starting from present position backwards:

Name of employer with address	Post held	Scale of Pay	Last pay Drawn	Period of Service	Nature of Service	Reason for Leaving Service

- b) Awards won if any :
13. If selected the minimum time required to join:
14. Any other additional relevant information including reference:

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual

information in the above statement. In case, I have given wrong information, or suppressed any material fact or factual information, then my services are liable to be terminated without giving any notice or reasons thereof. I am not aware of any circumstances which might impair my fitness for employment under Government.

15. Signature of the candidate with date :

Date:
Place:

Countersigned
Signature and seal of Employer

Think Scientifically Act ScientificallyThink Scientifically Act Scientifically