

CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE
NEHRU MARG, NAGPUR 440 020 (M.S.) INDIA

ONLINE INTERVIEW
(Through Video Conferencing on MS Team)
ADVERTISEMENT NO/March 2022/CTMD/ERP

Eligible & interested candidates are invited for ONLINE INTERVIEW (Through Microsoft Teams) for the following purely temporary position of “**Maintenance and Management of ERP HR, R&D, Store & Purchase and Finance modules (MLP-203)**” tenable at CSIR-NEERI Nagpur.

The last date of submission of online application form is **25 March 2022**.

| Position Code | Name of the position | Essential Qualification | Job Requirement | Upper age Limit | Monthly Emoluments (₹) |
|---------------|-------------------------------------|--|---|-----------------|------------------------|
| 1 | Scientific Administrative Assistant | Graduate degree in any discipline with certificate in computer applications | Handling ERP modules, office assistance, writing and typing works | 50 yrs | Rs 18000 + HRA |
| 2 | Project Assistant | BSc OR 3 years diploma computer applications in Engineering and Technology and certificate in computer application | Handling ERP modules, office assistance, writing and typing works. Working on MS Word, Excel, PowerPoint and Outlook. | 50 yrs | Rs 20000 + HRA |

Mode of Selection

- Selection is to be done on the basis of online Interview through MS Team. Date of interview will be notified separately through e-mail.
- Candidates are not required to pay any application fees.
- Application form for particular position code can be filled online for particular position which is available on the CSIR-NEERI website (www.neeri.res.in).
- All manpower positions in the projects are on contract basis and will be co-terminus with the project.
- Only those candidates who have completed the essential qualification & result has been declared are eligible to apply.
- The shortlisted applicants shall be required to appear the interview through MS team.
- The shortlisted candidates have to be available on the date of Online Interview from 10.00 A.M. onwards and will be called anytime during the allotted time period (if any change is there, they will be accordingly intimated).
- Upon selection/empanelment, the original documents including eligibility qualification, age and relaxation will be verified, if any discrepancy is found, the selection/empanelment stands cancelled.



Project Leader