


जवाहर लाल नेहरू एल्यूमिनियम अनुसंधान विकास और अभिकल्प केंद्र,
स्वायत्त निकाय (खान मंत्रालय), भारत सरकार, अमरावती रोड, वाडी, नागपुर -440023 : www.jnarddc.gov.in

Advt. No 44 (November 2024)

Employment News dated 23.11.2024

 Jawaharlal Nehru Aluminium Research Development and Design Centre (An Autonomous Body under Ministry of Mines, Govt. of India.) Opp. Wadi Police Station. Amravati Road, Wadi Nagpur- 440 023. www.jnarddc.gov.in www.jnarddc.gov.in				
भर्ती सूचना / Recruitment Notice No. 44 (Nov.-2024)				
JNARDDC, Nagpur a "Centre of Excellence" for research in the field of bauxite, alumina and aluminium invites applications from Indian nationals for the following posts.				
Post	No. of post & reservation status	Pay Matrix Level as per 7th CPC	Upper Age Limit (as on the date of issue of this advt.)	Essential Qualification and Experience
Section Officer (A/c & Admin)	One - UR	Level - 7 (Rs. 44900 - 142400)	35 years	<ul style="list-style-type: none">At least II class degree of a recognized university with 8 (eight) years experience relating to establishment / administration / accounts in reputed organizations (preferably in a research institute) in supervisory capacity;Preference to persons with Diploma in Business Mgmt. / Personnel Mgmt.
Scientific Assistant-II	Two - UR	Level - 5 (Rs. 29200-92300)	30 years	<ul style="list-style-type: none">B.Sc. / Diploma in Engineering/Technology of three years duration or Equivalent;Three years relevant experience
Lab Assistant	One - OBC	Level - 2 (Rs. 19900-63200)	28 years	<ul style="list-style-type: none">SSC with ITI Trade Certificate/National Apprenticeship Certificate (NAC) O RHSC (12th) Science (Physics/Chemistry/Maths should be one of the main subjects in 12th Science)
Applications are to be submitted online only . Detailed terms and conditions are available in the Centre's website www.jnarddc.gov.in under the sub-head Career. Non-refundable application fees is Rs.500/-. (SC/ST/PWD/Ex-Servicemen/Women candidates are exempted from payment of fees). The last date for submission of online applications is 21 days from the date of publication of this advertisement in Employment News. Sr. Administrative Officer				

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TERMS & CONDITIONS

- 1) The category and age limit for various posts is specified in the advertisement. However, age relaxation (if any) for Other Backward Class, Persons with Disability and Ex-Serviceman will be applicable as per Central Govt Rules.
- 2) No change in category will be allowed after submission of the online form.
- 3) The upper age limit shall be reckoned on the date of issue of this advertisement. Higher age limit is relaxable at the discretion of the Appointing Authority in the event of persons having higher qualifications / experience.

Mode of selection

- 4) The selection process will consists of two rounds. Round 1 – Skill /Trade Test & Round 2 – Written test.
- 5) Eligible candidates shall be shortlisted and called for skill / trade test. The details of skill/trade test is given in Annexure-A-1,2 & 3. Candidates who qualify in the skill/trade test shall be called for a final written test. The number of candidates to be called for written test shall be as per the rules of JNARDDC and decision of the appointing authority will be final.
- 6) For the post of Section Officer (A/c & Admin) the written test shall comprise of 100 marks question paper (MCQ) consisting of English, GK & Current Affairs, Quantitative Aptitude and General Intelligence & Reasoning of graduation level / equivalent. There will be negative marking of ¼ marks (0.25 marks) for each incorrect answer.
- 7) For the post of Scientific Asst. II, the written test shall comprise of 100 marks question paper (MCQ) consisting of General Awareness, Physics, Chemistry, and Maths of graduation (B.Sc) level. There will be negative marking of ¼ marks (0.25 marks) for each incorrect answer.
- 8) For the post of Lab Asst, the written test shall comprise of 100 marks question paper (MCQ) consisting of syllabus up to 10th standard level. There will be negative marking of ¼ marks (0.25 marks) for each incorrect answer.

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- 9) The skill/trade test will be only of qualifying nature and marks in skill test will not be added for further selection process. The final selection will be based on the marks of written test only.
- 10) The confidential documents related to recruitment will not be shared with the candidates which includes answer sheets etc, if any.
- 11) Candidates working in Government / Semi-government / Public Sector undertaking can submit advance online application. However, they should submit "No Objection Certificate" (NOC) from their employer at the time of written test. The application through proper channel should reach this office not later than 60 days from the date of publication of this advertisement.
- 12) Candidates belonging to reserved category will have to submit/ upload the caste / category certificate in the format prescribed by the Central Government, issued by the competent authority. Persons belonging to OBC have to submit / upload a valid "non-creamy layer" certificate from the competent authority.
- 13) All original certificates and testimonials shall be verified at time of skill / trade test or written exam.
- 14) Outstation candidates called for round-2 viz Final written test will be reimbursed sleeper class return rail fare by the shortest route, strictly on the production of the ticket/proof for the transit fare travel in India only.
- 15) The information and various updates related to recruitment against the advertisement no. 44 will be displayed on the website of the Center <http://www.jnarddc.gov.in> from time to time and as and when required. Candidates are requested to visit the website for any updates stated above instead of making any phone calls or mails or visit the Center. The list of successful candidates along with their marks, category and subject will be displayed on the website.

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How to apply:

- 16) Submission of application is **ONLINE ONLY**. Candidates willing to apply for more than one post are requested to submit separate online application for each post. The link for online submission of application will be available on the website www.jnarddc.gov.in under the sub-head career.
- 17) After filling up the online form, candidates have to upload “pdf” of the required supporting documents before clicking the final submit button.
- Application format with their photo and signature (pdf file). Format is available on the website www.jnarddc.gov.in under the sub-head career.
 - All certificates and testimonials relating to qualification, experience, caste / category and others should be scanned and uploaded separately for example SSC- one pdf, HSSC- one pdf , Degree – final year marksheet and Degree certificate – one pdf, Aadhar – one pdf, Caste Certificate – one pdf, Fees paid – one pdf etc
- 18) Any misleading or wrong information submitted by the candidate will lead to termination of his candidature including his appointment at any stage.
- 19) **HARD COPIES OF APPLICATIONS WILL NOT BE RECEIVED**. Candidates have to apply online only. Application submitted after the due date will not be considered and no communication thereof will be entertained. Applications will be treated in strict confidence.

Application fees

- 20) Non-refundable application fees shall be Rs.500/- (Rupees Five Hundred only). However, SC / ST / PWD / ESM / Women candidates are exempted from payment of application fees. **For all other categories the candidature shall be rejected in the absence of application fees.**

The application fee has to be paid by RTGS / NEFT / any online mode to the following account.

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Beneficiary	Jawaharlal Nehru Aluminium Research, Development & Design Centre (JNARDDC)
Current A/c no.	39952916385
Bank	State Bank of India, Ravinagar Branch, Nagpur.
IFSC code	SBIN0007504

The details of fees paid (URT no., date of online payment, name of bank / payment gateway) has to be submitted while filling the online form.

Remuneration and terms of appointment

- 21) The above vacancies are against regular sanctioned posts of JNARDDC
- 22) The candidates recruited shall be on probation as per JNARDDC rules.
- 23) In addition to Basic pay, the candidates selected will be eligible for DA, HRA, Transport Allowance and other allowances and benefits as per Central Govt Rules as applicable to JNARDDC employees.
- 24) The decision of the appointing authority of JNARDDC in all matters related to recruitment against this advertisement no. 44 shall be final. No correspondence will be entertained from the candidates in connection with the process and procedure of selection / interview. The courts of Nagpur shall be relevant jurisdiction for any disputes related to the above recruitment.
- 25) **No further documents can be added / submitted after the last date of submission of online application. Absence of essential documents will lead to rejection of candidature.**
- 26) Duplication of the submission of application is strictly prohibited.
- 27) The google form application should be filled up / submitted from the candidate's own email-id only.
- 28) **It is mandatory to fill and submit the one page bio-data (format is uploaded on our website). No other formats of CV is accepted. The information filled in the google form and in this one page bio-data should be same.**

OPENING DATE OF SUBMITTING ONLINE APPLICATION IS 23 November 2024 (09.00 Hrs)

LAST DATE OF SUBMITTING ONLINE APPLICATION IS 16 December 2024 (18.00 Hrs)

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ANNEXURE – A-1

DETAILS of SKILL / TRADE TEST : Section Officer (A/c & Admin)

SN	Item	Description
1	Total	25 marks
2	Time	30 minutes
3	Type of Test	<p>Skill Test will be designed to assess the ability of a candidate's in the following areas for which computers will available at JNARDDC :-</p> <ul style="list-style-type: none"> • Drafting of note sheet relating to establishment / administration. (Case studies will be given for drafting) • Accounts related problem will be given related to posting in ledger / trial balance / Balance Sheet / Bank Reconciliation, Budget etc • Purchase related matters such as preparation of comparative statement, use of GFR, GST etc for preparation of final Purchase Order. • Other establishment matters in Govt organizations.
4	Results	<p>The results with marks shall be displayed on the JNARDDC website with a Remark (Qualified / Not qualified). Skill test is of qualifying nature and their marks shall not be added with the written exam scores. Candidates who qualify in the Skill test shall appear for the written exam.</p>

DETAILS of WRITTEN TEST

(Only for those candidates who qualify in the SKILL / TRADE TEST)

SN	Item	Description
1	Total	100 marks (100 questions)
2	Time	2 hours
3	Type of Test	<p>(MCQ of graduation level / equivalent)</p> <ul style="list-style-type: none"> • English – 25 marks • GK & Current Affairs – 25 marks • Quantitative Aptitude – 25 marks • General Intelligence & Reasoning – 25 marks <p>There will be negative marking of ¼ marks (0.25 marks) for each incorrect answer</p>
4	Results	The results with marks shall be displayed on the JNARDDC website.

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ANNEXURE – A-2

DETAILS of SKILL / TRADE (Scientific Asst-II)

SN	Item	Description
1	Total	25 marks
2	Time	10 minutes
3	Type of Test	Trade / Skill Test will be designed to assess the ability of a candidate's scientific knowledge and skill about various process, products, lab experiment, sample analysis, instrumentation, working principle, data collection & analysis, R&D work, Testing, etc.
4	Results	The results with marks shall be displayed on the JNARDDC website with a Remark (Qualified / Not qualified) Skill / Trade test is of qualifying nature and their marks shall not be added with the written exam scores. Candidates who qualify in the Skill / Trade Test shall appear for the written exam.

DETAILS of WRITTEN TEST (Scientific Asst-II)

(Only for those candidates who qualify in the SKILL / TRADE TEST)

SN	Item	Description
1	Total	100 marks (100 questions)
2	Time	2 hours
3	Type of Test	MCQ of science graduation level / equivalent Physics – 25 marks Chemistry – 25 marks Maths - 25 marks General Awareness: 25 marks There will be negative marking of $\frac{1}{4}$ marks (0.25 marks) for each incorrect answer
4	Results	The results with total marks shall be displayed on the JNARDDC website in the order of merit.

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ANNEXURE – A-3

DETAILS of SKILL / TRADE TEST (Lab Asst.)

SN	Item	Description
1	Total	25 marks
2	Time	10 minutes
3	Type of Test	Trade / Skill Test will be designed to assess the ability of a candidate's laboratory knowledge and skill about various process, sample analysis, instrumentation, Lab working knowledge, data collection etc.
4	Results	The results with marks shall be displayed on the JNARDDC website with a Remark (Qualified / Not qualified) Skill / Trade test is of qualifying nature and their marks shall not be added with the written exam scores. Candidates who qualify in the Skill / Trade Test shall appear for the written exam.

DETAILS of WRITTEN TEST

(Only for those candidates who qualify in the SKILL / TRADE TEST)

SN	Item	Description
1	Total	100 marks
2	Time	2 hours
3	Type of Test	(MCQ of syllabus up to 10 th standard level) There will be negative marking of ¼ marks (0.25 marks) for each incorrect answer
4	Results	The results with marks shall be displayed on the JNARDDC website.