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- 440023
www.jnarddc.gov.in

भर्ती सूचना / RECRUITMENT NOTICE- JNARDDC

Advt. No. 50/ 2025 (July - 2025)

JNARDDC, Nagpur a "Centre of Excellence" for research in the field of bauxite, alumina and aluminium invites applications from Indian nationals for the following contractual posts for Non-ferrous Metals - **Recycling Division.**

Designation & Monthly Fixed Remuneration	Essential and Desirable Qualifications and Experience with age limit
Contractual Scientist III-A **1 (One) post** ₹ 1,45,000	**i) Qualifications & Experience** **Essential:** 1. 1st Class (60%) BE / ME or equivalent in (Metallurgy / Chemical / Mechanical / Material Science) 2. 15 years relevant experience in non-ferrous metal industry including recycling **Desirable:** 1. Consultancy, marketing and promotion in Non-Ferrous Metal Sector 2. Candidates having work experience of at least 20 years in Non-ferrous Metal Recycling Industry 3. Candidates must have good communication skills and good MS office skills **ii) Age limit: Maximum** – 50 years
Contractual Scientist II **1 (One) post** ₹ 1,20,000	**i) Qualifications & Experience** **Essential:** 1. 1st Class (60%) BE / ME or equivalent in (Metallurgy / Chemical / Mechanical / Material Science) 2. 4 years relevant experience in non-ferrous metal industry including recycling. **Desirable:** 1. Candidates must have good communication skills and good MS office skills 2. Experience of Consultancy, marketing and promotion in Non-ferrous Metal Sector **ii) Age limit**: Maximum – 45 years

Online application has to submitted. Hard copy of application will not be accepted.
Details terms and conditions are available in the Centre's website www.jnarddc.gov.in **under the sub-head Career.**
Application fees is Rs. 500/- for everyone. The last date for submission of online application is 18th August 2025.

Senior Administrative Officer

TERMS & CONDITIONS

1. Job Profile

The place of work may be Nagpur or anywhere in India.

The nature of the job may involve frequent / regular outstation travel.

The Contractual personnel will be required to discharge the duties as assigned to him/her by the JNARDDC subsequent to the joining the post.

The brief job profile will include: -

Contractual Scientists (II & III)

1 To assist in implementation of National Non-Ferrous Metal Recycling Framework 2020.
2 To initiate research specifically tailored to develop and optimize processes for the needs of the recycling and waste utilization industries.
3 To produce technical reports, publish papers, patents etc.
4 To establish SOPs, standards and documents to ensure consistency and efficiency in recycling operations.
5 to conduct continuous literature reviews to stay updated on the latest technologies, identify best available technologies, processes, and patents in alloy development, recycling, and waste utilization.
6 Develop performance indicators for the recycling industry
7 to work closely with industry partners to implement these processes and technologies, ensuring they are effectively integrated into real-world applications.
8 To assist seniors, HoD, Director in initial requirements essential for setting up of Recycling Division
9 To assist for setting up of plants / new shed for machineries / installation / operation and regular maintenance of recycling equipment.
10 To follow accreditation activities and required related documents
11 Characterisation & testing of samples
12 Discharging various administrative duties assigned by office

In addition to the above described job functions appointees will be required to provide high-quality inputs in disciplines like Recycling / Finance / Economics / Marketing etc. They are required to do Data analysis/analysis of the financial statement of the companies/ analysis of the Metal Sector as well as Financial Market/ Analysis of production data viz. a viz. target/ various laws, duty structure affecting sectors/knowledge of Companies Act /matters related to trade agreement/preparation of presentation/ Project Management/ Innovations/ Proficient in Computer Applications etc. They shall perform any other work as may be entrusted from time to time by the office.

2. Period of Contract

The tenure of Contractual personnel is initially for one year, extendable by 4 (Four) years on a yearly basis (Total : one + four = five years contract), subject to satisfactory performance. The decision of JNARDDC shall be final in this regard. No right will be accrued in favour of the Contractual personnel regarding renewal of contract, absorption in service, etc

3. Terms of engagement

(i) The contractual personnel will not be entitled to any separate monthly allowances such as conveyance allowance, House Rent Allowances etc. However, in case, he/she is required to travel outstation in the context of the work/assignment, JNARDDC shall reimburse the actual cost of travel and daily allowance as applicable.

(ii) The Contractual personnel will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.

(iii) The Contractual personnel shall be eligible for 30 days leave in a calendar year on a pro-rata basis. Therefore, the Contractual personnel shall not draw any remuneration for the absence in case of absence beyond 30 days in a year (calculated on a pro-rata basis). Also, un-availed leave in a year cannot be carried forward to the next calendar year.

(iv) The Contractual personnel will be required to discharge the duties as assigned to him/her by the JNARDDC.

(v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the JNARDDC will issue TDS Certificate (s).

(vi) In no case, the Contractual personnel shall act, or conduct anything concerning any person or render any advice to JNARDDC which is adverse to the interest of the JNARDDC.

(vii) The contract of contractual personnel may be terminated, after giving one month's notice, in the following situations:

- o If the Contractual personnel is unable to do the assigned work.
- o The quality of the assigned work is not to the satisfaction of the JNARDDC.
- o If the Contractual personnel is absent from duty without due authorization.
- o If the JNARDDC elects not to renew the contract of the Contractual personnel at the end of the period.

(viii) Termination shall be effected by written notice of 30 days served to the Contractual personnel. The termination will be without prejudice to either party's rights accrued before termination.

ix) JNARDDC reserves the right to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconduct.

(x) The Contractual personnel is required to give 30 days' notice to the JNARDDC in case he/she opts to quit the assignment.

(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Nagpur Courts only.

(xii) The person who has worked as a Contractual personnel shall not disclose the information received by him/ her during the period of such engagement to any person other than JNARDDC at any time whether during the continuance of such engagement or after its severance.

4. Selection Process

Selection of the Contractual personnel will be done based on personal interviews by a Selection Committee constituted by the Director, JNARDDC. The upper age limit shall be reckoned on the date of issue of this advertisement. Higher age limit is relax able at the discretion of the Appointing Authority in the event of persons having higher qualifications / experience. Only the short-listed candidates shall be called for the interview. No TA or DA will be paid for attending the interview. At the time of the interview, the shortlisted candidates shall have to produce their Certificates, in original for verification.

5. Attendance and working

(a) The working hours of the Contractual personnel shall be days same as regular employees working in JNARDDC. No extra remuneration shall be allowed for working beyond office hours

or on Saturdays/Sundays/ Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.
(b) The attendance shall be marked in the Bio-metric system.

6. Confidentiality and Secrecy

During the period of assignment with JNARDDC, the Contractual personnel would be subject to the provisions of India Official Secret Act, 1923 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorised to know the same. Selected candidates shall provide integrity certificates from 2 (Two) references known to them. A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her besides the routine character and antecedent verification.

Other Terms & Conditions

7. The information and various updates related to recruitment against the advertisement no. 50 will be displayed on the website of the Centre 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 Centre. The list of successful candidates will be displayed on the website.
8. The confidential documents related to recruitment / selection process will not be shared with the candidates. The decision of the appointing authority of JNARDDC in all matters related to recruitment against this advertisement no. 50 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.

9. Before submission, the candidate have to agree that information in the one page bio-data and submitted in google format are same, otherwise JNARDDC has the rights to reject their candidature at the time of processing the application. No mails are accepted for correction of the data, once it is uploaded and agreed with terms and conditions.

10. Any misleading or wrong information submitted by the candidate will lead to termination of his candidature including his appointment at any stage.

Procedure for online application

11. Submission of application is **ONLINE ONLY**. The link for online submission of application will be available on the website www.jnarddc.gov.in under the sub-head career. It consists of the following 9 (nine) mandatory sections to be filled up online.

Section 1 - Post Applied for

Section 2 - Personal Details

Section 3 - Qualification Details

Section 4 - Details of working experience

Section 5 – Upload Bio-Data as per prescribed format of JNARDDC

Section 6 – Upload Aadhar Card (pdf format)

Section 7 – Upload other documents in a single pdf file of less than 100 MB
(Educational qualification & Experience certificates)

Section 8 – Upload application fee details for each post (pdf of the payment made)

Section 9 - Click the check box to agree with the Terms and conditions of the Advertisement no 50 (All the three clauses)

12. **HARD COPIES OF APPLICATIONS WILL NOT BE RECEIVED / ENTERTAINED**. Candidates have to apply online only. All the supporting documents have to be uploaded at the time of submission / filling up the google online form **ONLY**. After complete submission of the form, no further documents will be considered. 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 (Non-refundable)

Application fees shall be Rs. 500/- (Rupees Five Hundred only) for each post.
In case candidate applies for more than one post then he has to pay fees separately for each post, falling which his candidature will be rejected.

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 (UTR no., date of online payment, name of bank / payment gateway) has to be submitted while filling the online form. **Its mandatory to submit the details of fee paid separately for each post**

Queries related to Advt. No. 50/ 2025 (July 2025) will be addressed, if mailed to jnarddcrecyclingrecruitment@gmail.com only.

OPENING DATE OF SUBMITTING ONLINE APPLICATION IS 17th July 2025 (09.00 Hrs)

LAST DATE OF SUBMITTING ONLINE APPLICATION IS 18th August 2025 (18.00 Hrs)