No. STRC/GUG/**1061**/2023   Date: 23/10/ 2023

VACANCY ANNOUNCEMENT

Science and Technology Resource Centre (STRC), Gondwana University Gadchiroli is actively looking to recruit a competent and experienced individual with proven credentials for the following position on a purely contractual (fulltime) basis as stated in the table below;

Sr. No.	Position & Number of vacancies	Qualification and Experience	Pay Band
1	**Admin & HR Associate** **(01 Position)**	MBA in Human Resource/ MBA in Finance with 3 years of experience or Any Post Graduate with 5 years of experience in administrative / secretarial / accounts functions. Exposure to basics of HR Functions in Govt. Programs / NGOs is preferable	INR 20,000 – INR 30,000/- Per Month (Consolidated) *As per the STRC Human Resource Policy Manual, Positions and Pay-bands offered are commensurate with qualification and experience. Qualification and experience norms are need based, somewhat flexible and discretionary*

General Instructions:

- Applications are to be submitted online through STRC website (https://strc.org.in/opportunities/).

- Candidates are advised to understand and assess their suitability against the nature and requirement of the position, before applying. Mere satisfaction of the eligibility criteria does not automatically lead to short-listing or selection.

- Candidates with higher and more relevant experience would be given preference. Only short-listed candidates will be contacted further via email/telephone.

- Personal interviews will be conducted through physical mode only. Date, Time and Venue for personal interviews to be intimated to shortlisted candidates via email.

- Position advertised is based at STRC, Gadchiroli and may require traveling across the remote areas of the region as and when needed.

Period of online application begins at 1000 hrs., 24th October 2023 and closes at 1700 hrs., 7th November 2023.

S/d

Chief Program Officer & Head, STRC
Gondwana University, Gadchiroli