



हरीश-चन्द्र अनुसंधान संस्थान

(परमाणु ऊर्जा विभाग, भारत सरकार)

छतनाग मार्ग, झूँसी, प्रयागराज (इलाहाबाद) – 211 019 (भारत)

Harish-Chandra Research Institute

(Department of Atomic Energy, Government of India)

Chhatnag Road, Jhunsi, Prayagraj (Allahabad) - 211 019 (INDIA)

Employment Notice No. RHI4003/01/2026

Date:06/04/2026

ADVERTISEMENT FOR THE POST OF PROJECT ASSISTANT (CONTRACTUAL)

Harish-Chandra Research Institute, Prayagraj (Allahabad), an Autonomous Institute under the Department of Atomic Energy, Government of India, invites applications for the following position of '**Project Assistant**' on a contractual basis under the EFMTF Project.

The appointment will be purely temporary for a period of eleven (11) months. Any further extension of tenure, if granted, shall be subject to the satisfactory performance of the selected candidate and the requirements of the Institute.

The details of the post are as follows:

S.No.	Name of the Post	Consolidated remuneration per month	Upper age limit (in years) *	Vacancies
1.	Project Assistant (Admin. & Secretarial)	₹27,000/-	55	02
2.	Project Assistant (Admin. & Accounts)	₹35,000/-	35	01
Total Vacancies				03

****The upper age limit will be reckoned as on last date of receiving of application form.***

2. The consolidated monthly remuneration may be enhanced at the Institute's discretion for exceptionally deserving candidates and shall be subject to applicable statutory deductions, if any.

3. The essential and desirable qualifications for the above posts are detailed in the table below:

S.No.	Name of the Post	Essential and Desirable Qualifications
1.	Project Assistant (Administrative & Secretarial)	<p>Essential qualifications & Experience: Bachelor's degree with good academic records. Proficiency in English (both written and spoken) is essential. The candidates should have knowledge of office-related software and the basic skill in using the internet. Persons with experience in handling projects in Universities, Research Institutions, or other reputed organizations will be given preference. The candidate should also have the ability to draft letters and reports independently, handling webpages and strong working knowledge of MS Office applications.</p> <p>Desirable qualifications:</p> <ul style="list-style-type: none"> a) Familiarity with the Linux platform. b) Prior experience in managing secretarial jobs in academic institutions. c) Experience of handling logistics for the visitors attending conferences/workshops/Colloquia etc.
.	Project Assistant (Administrative & Accounts)	<p>Essential qualifications & Experience: A Bachelor's Degree in Commerce or a Bachelor of Business Administration (BBA) with not less than 60% marks or equivalent grade. Proficiency in English (both written and spoken) is essential. The candidate should possess sound knowledge of MS Office applications and Tally. Persons with experience in handling projects in Universities, Research Institutions, or other reputed organizations will be given preference. The candidate should also have the ability to draft letters and reports independently, manage web pages, and demonstrate strong working knowledge of MS Office tools.</p> <p>Desirable qualifications:</p> <ul style="list-style-type: none"> a) Inter CMA/CS/Masters in Commerce/MBA (Finance). b) Experience in e-procurement and management of inventory and stores in a systematic manner. c) Experience in managing logistics and hospitality for visitors attending conferences, workshops, colloquia, and similar events.

4. General Instructions and Essential Information:

1.	Applicant must be a citizen of India.
2.	Before applying for the post, the candidate must ensure that he/she fulfils all the eligibility criteria for the post for which he/she is applying as detailed for the respective post. Candidates will be allowed to attend the selections based on the information provided by them in their application form. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his/her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.
3.	The final selection of the candidate will be done on the basis of his/her qualifications, experience and performance in the selections.
4.	<u>The appointment shall be on a purely temporary basis for 11 months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute.</u> The appointment will be on contractual basis and can be terminated at any time during the contract period with one month's

	notice from either side. Accordingly, no right/claim whatsoever will confer on the selected candidate(s) for employment in HRI by virtue of the above temporary engagement.
5.	Candidates are required to bring a valid Photo ID card (such as a Voter ID, PAN Card, or Aadhaar Card) at the time of selection. They must also produce all original educational and experience certificates for verification and submit one set of self-attested copies.”.
6.	Working Hours: 8 hours per day, 6 days a week during the period of the engagement. However, he/she is required to work during weekends/holidays as and when informed by the Project Coordinator/Registrar.
7.	Contractual employees are not eligible for the allotment of residential accommodation on the campus.
8.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
9.	The Institute reserves the right to restrict the number of candidates for the selections to a reasonable limit based on qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right to reject any or all the applications without assigning any reasons.
10.	The institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage even after the issue of the Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates. The number of advertised posts is tentative; the actual number of posts may increase or decrease depending upon the requirement.
11.	Engagement of the selected candidate(s) will be subject to necessary pre-engagement formalities viz document/certificate/ testimonial checking, submission of required document/ certificate/testimonial, and medical fitness certificate etc. Candidate(s) working in any organization, if selected, must submit a release/relieving letter, in original, from the present employer at the time of joining.
12.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to. Canvassing in any form whether directly or indirectly shall amount to a rejection of candidature.
13.	Any legal dispute arising out of the advertisement may be challenged in the High Court of Judicature at Allahabad.
14.	No Travelling Allowance (TA/DA) shall be paid to the candidates for attending the selections and to the selected candidate to join the post.
15.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute’s website. The candidates are advised to check the Institute’s website on a regular basis.
16.	Interested candidates may send their applications in hard-copy and in the prescribed format (available with this advertisement), along with self-attested copies of certificates/testimonials in support of age, essential qualifications, and experience. Applications must be submitted in a sealed envelope , sent only by SPEED POST , and should reach the following address on or before 5th May 2026: The Project Coordinator (EFMTP), Harish-Chandra Research Institute, Chhatnag Road, Jhunsi, Prayagraj (Allahabad) – 211019 . The sealed envelope shall be superscribed with “ Application for the post of _____ ” along with the relevant Advertisement No. _____ .

Sd./-
Registrar
HRI, Prayagraj



हरीश-चन्द्र अनुसंधान संस्थान
(परमाणु ऊर्जा विभाग, भारत सरकार)

छतनाग मार्ग, झूँसी, प्रयागराज (इलाहाबाद) – 211019) (भारत)

Harish-Chandra Research Institute

(Department of Atomic Energy, Government of India)

Chhatnag Road, Jhansi, Prayagraj (Allahabad) – 211019 (INDIA)

FORMAT OF APPLICATION

Advertisement No.: _____
For the post of: _____

Please affix
recent
passport
size photo.

1.	Name in Block letters (Mr./Mrs./Miss)	:	
2.	Date of Birth (dd-mm-yyyy)	:	
3.	Age as on 05.05.2026	:	
4.	Father's/Mother's Name	:	
5.	E-mail address	:	
6.	Contact Number (Mobile)	:	
7.	Address for communication	:	
8.	Educational Qualification	:	
9.	Working Experience	:	
10.	Name & Address of Current Institute/Organization (if in service)	:	
11.	Details of the job responsibilities	:	

Note: Please attach separate sheet, if required.

(_____
(Full signature of the applicant)

Date:

Place:

Copies of Certificates attached with this application form:

- 1.
- 2.
- 3.