



Coir Board Central Coir Research Institute

Kalavoor P.O., Alappuzha 688 522
(Ministry of MSME, Govt of India)



Applications are invited from suitable candidates for the temporary positions to be engaged in various projects being implemented in Central Coir Research Institute, Alappuzha.

Position and stipend	Essential qualifications	Age limit
Project Associate Rs 20,000 p.m. (1 position)	1st class M.Sc. Analytical Chemistry with experience in handling and testing equipments in laboratory	35 years
Project Assistant Rs 14,000 p.m. (1 position)	First class M.Sc. in Agronomy/Botany with 2 years research experience from a reputed firm	35 years
Textile Technologist Rs 20,000 p.m. (1 positions)	B-Tech/Diploma in Textile/Handloom Technology with one year experience in the respective field	35 years
Project Associate Rs 22,500 p.m. (1 position)	Degree in Civil Engineering with 5 years experience in testing of geotextiles is desirable	35 years
Project Assistant Rs 20,000 p.m. (1 position)	First class M.Sc. in Chemistry	35 years

The application on plain paper along with recent passport size photograph should reach **The Director**, Central Coir Research Institute, Kalavoor, on or before **18 July 2016**.

For more details please visit our website: www.ccriindia.org; www.coirboard.gov.in



Indian Institute of Geomagnetism

(An Autonomous Scientific Research Organization under the
Department of Science and Technology, Govt of India)

Plot No. 5, Sector 18, Kalamboli Highway, New Panvel (W), Navi Mumbai 410 218

Advt. No: 02/2016

Applications are invited for the post of **REGISTRAR** (01 UR).

Pay Band and Grade Pay: Rs 15,600–39,100 + GP Rs 6600 plus allowances, as per Central Government rules.

Job responsibilities: The incumbent will be in overall charge of the Administration reporting to the Director of the Institute and will be responsible for matters pertaining to general administration, human resources management, accounts, stores and purchase, public relations, legal and contract matters, estate, transport and security. The candidate will also contribute to the formulation and utilization of annual budget of the Institute. The incumbent must have full knowledge of Central Government procedures, rules and regulations. The incumbent will be responsible for liaisoning/coordinating with the parent Ministry, other Central Government bodies and local authorities. The selected candidate would also be required to function as Secretary to the Governing Council and provide all administrative assistance to the Director as may be required.

Qualification and experience: (1) A First class or high second class degree from a recognized University with good academic record. (2) Minimum 15 years experience in a Central Government, Autonomous Institute or Public Sector Undertaking of which at least five years should be in the next lower grade. (3) Thorough knowledge of Establishment/Civil Works, Accounts/Purchase, Stores, Security and Vigilance procedures/rules. (4) Experience in organizing meetings and preparing Agenda and Minutes thereof.

Desirable qualification: (1) Master's Degree in Management. (2) Law Degree. (3) P.G. Diploma in Personnel Management. (4) Knowledge of Computer Aided Management.

Maximum age: 45 years.

Filled in applications should reach the office of the Director at the above address on or before **11 July 2016**.

For further details, kindly log on to the website of the Institute: www.iigm.res.in.

Director