



**INDO FRENCH CENTRE  
FOR THE PROMOTION OF ADVANCED RESEARCH  
(IFCPAR/CEFIPRA)**

**ROLLING ADVERTISEMENT FOR THE POSITION OF  
COMPUTER ASSISTANT**

**Computer Assistant Position purely on short term contract basis are open at IFCPAR, New Delhi. This is an advertisement which will be rolling for a specific period.**

Indo-French Centre for the Promotion of Advanced Research (IFCPAR/CEFIPRA) was established in 1987 under an inter-governmental agreement between the Government of India and the Government of the French Republic. The mandate of the bi-national Centre which is equally funded by both the Government is to support and promote collaborative research between India and France in cutting edge areas of Science, Technology & Innovation.

**IFCPAR invites applications for the following contractual position:**

**Post No. 2: COMPUTER ASSISTANT -ONE**

To be appointed on **contractual** basis purely on short terms contract basis initially for a period of one year extendable as per IFCPAR Rules, candidate performance and requirement of Centre on a consolidated remuneration between the range of **Rs. 30,000/- to 40,000/-** per month which will be fixed based on qualification and experience.

**Essential Qualifications:**

- (i) Full time Graduation Degree or Diploma (after Sr. Secondary) in Information Technology/Computer Science or allied fields from Government recognized university/institute.

**Desirable Qualifications:**

- (i) Minimum 2 to 5 years of experience in relevant IT field preferably in R&D sector.
- (ii) Skills in Creation & Maintenance of Website and portal management.
- (iii) Knowledge of basic computer hardware.
- (iv) Designing and organizing data and Computer Programming.
- (v) Proficiency in data management software & Information systems management, MIS preparation, Data Analysis & Data Management.

**Maximum Age Limit is up to 40 years.**

**GENERAL TERMS & CONDITIONS:**

- The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for the post does not entitle the candidate to be called for interview/test.
- The candidates short listed for interview/test will be informed by email.
- Original certificates should be produced only at the time of interview/test.
- The decision of the IFCPAR/CEFIPRA in respect of selections shall be final and no correspondence in this regard will be entertained.
- The above post is purely contractual with consolidated pay. The engagement will not provide any claim for regular employment in IFCPAR.
- No TA/DA is admissible for attending the interview or joining the post.
- In the case of exceptionally deserving candidate, the Centre reserves the right of granting relaxation in experience, age and education qualification and additional monthly remuneration depending upon their qualification and experience.

**How to apply:**

The current CV/resume along with scanned copies of qualification/experience/Photograph/Aaadhar be sent by e-mail to [mngr.ofc@cefipra.org](mailto:mngr.ofc@cefipra.org). The name of the "post applied for" should be clearly mentioned. The last date of submission of application is 12.3.2023. The application received up to last date of submission will be considered in first round of selection.

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