

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

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/CEFIPRA invites applications for the following positions of:

A. **Senior Scientific Officer** - One Post

To be appointed on contractual basis. Salary will be as per the appropriate CEFIPRA norms and based on qualification and experience. The selected candidate is also eligible for other benefits as per CEFIPRA rules.

Essential Qualifications:

- (i) Full time Master's Degree (minimum 55%) and/or PhD Degree in the area of Science (preferably STEM) and allied fields from a recognized university.
- (ii) 8 to 10 years of R & D experience in relevant areas in recognized institutes(s) after obtaining essential qualification. Out of which at least three years' experience in international collaboration/research organization/project management will be preferred in a team effectively.

Desirable:

- (i) Ph. D/Additional Post-doctoral research/teaching experience in relevant subject in recognized institute(s).
- (ii) Knowledge of Computer Applications or Business Intelligence Tools/Data management.
- (iii) Science Management and Scientific Communication skills (Verbal & Written).
- (iv) Knowledge of Intellectual Property Rights.
- (v) Experience in handling International Collaboration.
- (vi) Familiarity with S&T ecosystem in India and France and related rules and regulations of collaborative research.

Job Requirement:

- (i) The candidate will be responsible for all activities of the Centre under the overall guidance and or as desired directives as assigned.
- (ii) To work towards enhance coordination & cooperation between Indian and French academia and industry to develop Public Private Partnerships.

- (iii) To facilitate contribute towards the planning, enhancing and implementation of various research programmes of the Centre.
- (iv) To develop outcome report and database of scientific/industrial research supported by the Centre.
- (v) To act as catalyzer in dealing with R&D clusters from both Indian and France and disseminating information.
- (vi) To analysis the outcomes of the completed projects of CEFIPRA based on stipulated parameters.
- (vii) Any other job assigned by the Director.

**Age:** Maximum age limit is up to 45 years as on last date of submission of application.

**B. Scientific Associate - One Post**

To be appointed on contractual basis. Salary will be as per the appropriate CEFIPRA norms and based on qualification and experience. The selected candidate is also eligible for other benefits as per CEFIPRA rules.

Essential Qualifications:

- (i) Full time Master's Degree (minimum 55%) and/or PhD Degree in the area of Science (preferably STEM) and allied fields from a recognized university.
- (ii) 3 to 5 years of R & D experience in relevant area in recognized institutes(s) after obtaining essential qualification out of which at least three years' experience in international collaboration/research organization admin/project management will be preferred in a team effectively.

Desirable Qualification:

- (i) Ph. D/Additional Post-doctoral research/teaching experience in relevant subject in recognized institute(s).
- (ii) Knowledge of Computer Applications or Business Intelligence Tools/Data management.
- (iii) Science Management and Scientific Communication skills (Verbal & Written).
- (iv) Knowledge of Intellectual Property Rights.
- (v) Experience in handling International Collaboration.
- (vi) The candidate should also be familiar with S&T ecosystem in India and France and related rules and regulations of collaborative research.

Job Requirement:

- (i) The candidate will be reporting to the Scientific Officer/Senior Scientific Officer and will be responsible for all activities of the Centre under the overall guidance and directives of the Director.

- (ii) To enhance coordination & cooperation between Indian and French academia and industry to develop Public Private Partnerships.
- (iii) To contribute towards the planning, enhancing and implementation of various research programmes of the Centre.
- (iv) To develop outcome report and database of scientific/industrial research supported by the Centre.
- (v) To act as catalyzer in dealing with R&D clusters from both Indian and France and disseminating information.
- (vi) To analysis the outcomes of the completed projects of CEFIPRA based on stipulated parameters.

**Age:** Maximum age limit is up to 40 years as on last date of submission of application.

(C) **Accounts Officer/Junior Accounts Officer** –One post

To be appointed on contractual basis. Salary will be as per the appropriate CEFIPRA norms and based on qualification and experience. The selected candidate will be eligible for other benefits as per CEFIPRA rules.

**Essential Qualifications:**

- (i) M. Com/CA/ICWA or MBA (Finance)
- (ii) A Minimum of 3 to 5 years of post-qualification experience in an accounting/financial capacity of Government of India Department(s)/Government Autonomous Bodies or in a reputed international & other organizations.

**Desirable:**

- (i) A thorough understanding of Government of India rules and regulations, administration, finance and current account practices.
- (ii) Experience in dealing with international organization/Governmental and International cooperation/affairs will be preferred.

**Job Description & Experience:**

- (i) Assist the Director/Manager to ensure seamless workflow within the system/frame work for the successful implementation of the various programmes of the Centre through establishment and follow up of good and transparent processes.
- (ii) Coordinate with Government Agencies for expenditure and proper maintenance of accounting procedure of Grant-in-Aid.
- (iii) To ensure timely submission of SoE and Utilization Certificate (UCs).
- (iv) Ensure all statutory compliances and requirements of the organization are met in timely manner e.g. Goods and Service Tax, Income Tax, etc.
- (v) Preparation of various reports on combines spending, savings, strategies of expansion.
- (vi) Ensure the provisions of GFR and CVC guidelines are being followed in the all financial matters/ transactions and any other task assigned by Director, IFCPAR.

D. **Research Associate** –One Post

To be appointed on **contractual** basis. The candidate will be paid consolidated remuneration between the range of **Rs. 40,000-60,000/-** per month depending upon candidate's qualification and experience.

**Essential Qualification/Experience:**

- (i) Full time Master's Degree (minimum 55%) from a recognized university.
- (ii) 2 to 5 years of experience in relevant areas after obtaining essential qualification.

**Desirable:**

- (i) Ph. D from recognized University.
- (ii) Knowledge of Computer Applications or Business Intelligence Tools/Data Management along with good communication skills.
- (iii) Proficiency in power point/excel and relevant tool.
- (iv) Science management and scientific communication skills (verbal & written)
- (v) Knowledge of Intellectual Property Rights.
- (vi) Experience in handling International Collaboration.
- (vii) Experience in the Project Management handling.
- (viii) Candidates having experience in international collaboration/project management field will be given preference.

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

**GENERAL TERMS & CONDITIONS:**

- The Centre reserves the right to increase or decrease the number of posts and may or may not fill any post.
- 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 application must be in the prescribed proforma neatly typewritten on A-4 size paper duly pasted with recent passport size photograph. Application without photograph will be treated as incomplete application.
- The candidates short listed for interview/test will be informed by email.
- Original certificates should be produced only at the time of interview/test.
- Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed format will not be entertained.
- The decision of the IFCPAR/CEFIPRA in respect of selections shall be final and no

correspondence in this regard will be entertained.

- Any canvassing by or on behalf of the candidates or to bring any outside influence with regard to selection/recruitment shall be treated as disqualification.
- Period of contractual appointment is initially one year and extendable as per the IFCPAR rules subject to satisfactory performance/review of candidate and requirement of the Centre.
- IFCPAR reserves the right to interpret all rules including wherever it is not specifically mentioned.
- The advertised posts are on contractual basis 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.
- The selected candidates will have to join immediately.
- In the case of exceptionally deserving candidate (officials working in similar type of organization), the Centre reserves the right of granting relaxation in experience, age and education qualification and additional monthly remuneration depending upon their qualification and experience.
- The Centre reserve the right to offer higher or lower position based on the recommendations of selection committee.

### **How to apply:**

Duly filled application in prescribed proforma along with current CV and scanned copies of qualification/experience may be emailed to [jobs.ifc@cefipra.org](mailto:jobs.ifc@cefipra.org) The name of the "post applied for" should be clearly mentioned in subject column. The last date of submission of application is 31.7.2023.

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**INDO FRENCH CENTRE FOR THE PROMOTION OF ADVANCED RESEARCH**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

Passport Size  
Photograph

<b>A. PERSONAL PARTICULARS</b>	
Post Applied for	
Name in full (in Block Letters)	
Gender (Male/Female)	
Date of Birth (as in Secondary School Certificate) in DD/MM/YYYY	
Father/Husband's Name	
Nationality	
State of Domicile	
Mailing Address (in block letters) with PIN Code	
Current & alternative emails	
Mobile Number	
Telephone Number (Residence)	
Computer Skills like expertise in MS office/ Excel / Tally/DTP etc.	
Language(s) known	

Any other skills	
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B. Educational Qualification (Please add additional degree/diploma/any other additional qualifications, if any):

Degree/Certificate	Year of passing	School/Institute/University & Location	% of marks
Class X			
Class XII			
Bachelor			
Masters			
Any other			

C. Employment/Experience History: Details about previous/present employment (starting with latest Job)

Period From – To (dd/mm/yy)	Organization name & address	Position held with Grade Pay/Pay Level Matrix	Assignment/work profile	Salary last drawn

**Declaration**

I hereby declare that the information given in the application form is true and complete to the best of my knowledge and belief.

Date:

Signature of Applicant

Place:

Name

