



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

Indo-French Centre for the Promotion of Advanced Research (IFCPAR/CEFIPRA) is a bilateral Centre of cooperation between India & France established in 1987 based in New Delhi. The Centre is jointly funded by the Indian and the French Governments with a mandate to promote collaborative research between the two countries in cutting edge with Science, Technology & Innovation.

**IFCPAR/CEFIPRA invites applications for the following posts:**

**Post No.1: Manager (Admn. & Accounts) -1 post**

To be appointed on contractual basis on a consolidated salary not exceeding Rs. **90,000/-** per month

**Essential Qualifications:**

- i. Post graduate degree in any discipline from a recognized University.
- ii. Thorough understanding of Government of India rules/regulations and policies.
- iii. Minimum **20 years** of experience in administrative/financial capacity of Government of India department(s)/ Autonomous Bodies.
- iv. Good knowledge of current account practices of the Government of India departments.
- v. Knowledge and experience of computer based office and accounts management systems.

**Desirable Qualifications:**

- i. Professional qualifications in Finance, Administration or Management.
- ii. Experience in dealing with International cooperation activities in organizations/Government bodies.

**Job Description:**

The Manager (Admn. & Accounts) will be reporting to the Director of the Centre. He/She will be responsible for the following tasks under the overall guidance and directives of the Director:-

- i. Ensure efficient administration of the Centre.
- ii. Provide guidance to the Admin & Finance team of the Centre.
- iii. Ensure Audit and finalization of accounts in accordance with best practice for bilateral organizations and as per accepted accounting standards.
- iv. 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 and control systems.

- v. Liaise with all services and auxiliary agencies/institutions rendering support for the smooth implementation of the programmes of the Centre.
- vi. Maintain regular external relations with the nodal ministries and agencies in India and France.
- vii. Manage upkeep and housekeeping of the office premises.
- viii. Assist the Director in overall governance of the Centre.
- ix. Any other responsibility assigned by the Director.

**Age: Maximum age limit is up to 65 years as on 31<sup>st</sup> July, 2021**

**Post No. 2: Senior Scientific Officer -1post**

To be appointed on contractual basis for a consolidated salary not exceeding **Rs. 90,000/- per month.**

**Essential Qualifications:**

- i. Ph.D(Science)/M.Tech from a recognized university.
- ii. 8-10 years of R&D experience in relevant area in recognized institute(s) after obtaining essential qualification (i) out of which at least three years' experience in international collaboration and project management, in a team effectively.

**Desirable Qualifications:**

- i. Additional Post-doctoral research/teaching experience in relevant subjects 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.

**Job Requirement:**

- i. The candidate will be reporting to the Director and will be responsible for all activities of the Centre under the overall guidance and directives of the Director.
- ii. The candidate should also be familiar with S&T ecosystem in India and France and related rules and regulations of collaborative research.
- iii. To enhance coordination & cooperation between Indian and French academia and industry to develop Public Private Partnerships.
- iv. To contribute towards the planning, enhancing and implementation of various research programmes of the Centre.
- v. To develop outcome report and database of scientific/industrial research supported by the Centre.
- vi. To act as catalyzer in dealing with R&D clusters from both India and France and disseminating information.
- vii. To analysis the outcomes of the completed projects of CEFIPRA based on stipulated parameters.
- viii. Any other job assigned by the Director.

**Age: Maximum age limit is up to 45 years as on 31<sup>st</sup> July, 2021**

**Post No. 3 : Scientific Officer -1 post**

To be appointed on **contractual** basis for a consolidated remuneration not exceeding **Rs. 70,000/-**

**Essential Qualifications:**

- i. Ph.D(Science)/M.Tech from a recognized university.
- ii. 2-3 years of R&D experience in relevant area in recognized institute(s) after obtaining essential qualification (i) out of which at least two years' experience in international collaboration and project management, in a team effectively.

**Desirable Qualifications:**

- i. Additional Post-doctoral research/teaching experience in relevant subjects 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.

**Job Requirement:**

- i. The candidate will be reporting to the Director and will be responsible for all activities of the Centre under the overall guidance and directives of the Director.
- ii. The candidate should also be familiar with S&T ecosystem in India and France and related rules and regulations of collaborative research.
- iii. To enhance coordination & cooperation between Indian and French academia and industry to develop Public Private Partnerships.
- iv. To contribute towards the planning, enhancing and implementation of various research programmes of the Centre.
- v. To develop outcome report and database of scientific/industrial research supported by the Centre.
- vi. To act as catalyzer in dealing with R&D clusters from both India and France and disseminating information.
- vii. To analysis the outcomes of the completed projects of CEFIPRA based on stipulated parameters.
- viii. Any other job assigned by the Director.

**Age: Maximum age limit is up to 45 years as on 31<sup>st</sup> July, 2021**

**Post No.4 : Office Assistant - 1 post**

To be appointed on contractual basis for a consolidated remuneration not exceeding **Rs. 35000/- per month.**

**Essential Qualifications & Experience:**

- i. Bachelor's degree.
- ii. A minimum of 3 years of experience in administrative and accounts related jobs.
- iii. Computer proficient.
- iv. Familiarity with Tally and other accounts related.
- v. Energetic with pleasant personality & friendly disposition.
- vi. Strong interpersonal communication skills.

**Job Requirement:**

- i. Coordination regarding travel related work.
- ii. Managing stationary and other day to day work of the office.
- iii. Data entry and record management.
- iv. To assist in preparation of vouchers/bills& reports.
- v. Assist the Director & other officials as and when required.
- vi. Any other task assigned by Director, CEFIPRA.

**Age: Maximum age limit is up to 35 years as on 31 July, 2021**

*(Age relaxation shall be considered for deserving candidates).*

**How to apply:**

The application along with the resume and all supporting documents or qualifications, experience & last pay etc. should also be sent by e-mail to:**director.office@cefipra.org**

**Application to any other e.mail ID and not received through proper channel will not be considered.**

Since it is not possible to call all the eligible candidates for interview/personal discussion, only the shortlisted candidates will be called for interview. The decision of the Centre will be final in this regard. 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.

**The last date of receipt of completed applications : 31 July,2021**

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

Passport Size  
Photograph

| A. PERSONAL PARTICULARS   |  |
|---|--|
| Name in full (in Block Letters)                                     |  |
| Gender (Male/Female)  |  |
| Marital Status (Married/Unmarried)                                  |  |
| Date of Birth (as in Secondary School Certificate) in dd/mm/yyyy    |  |
| Father/Husband's Name   |  |
| Mother's Name   |  |
| Nationality   |  |
| State of Domicile   |  |
| Mailing Address (in block letters) with PIN Code                    |  |
| Permanent Address in block letters with PIN Code                    |  |
| Email address   |  |
| Mobile Number   |  |
| Telephone Number (Residence)  |  |
| Computer Skills like expertise in MS office/ Excel / Tally/DTP etc. |  |
| Language(s) known   |  |
| Any other skills  |  |

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<br>From – To<br>(dd/mm/yy) | Organization<br>name &<br>address | Position<br>held | Assignment/work profile | Salary last<br>drawn |
|-----------------------------------|-----------------------------------|------------------|-------------------------|----------------------|
| 1.                                |                                   |                  |                         |                      |
| 2.                                |                                   |                  |                         |                      |
| 3.                                |                                   |                  |                         |                      |

**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**