CSIR-NATIONAL CHEMICAL LABORATORY
PUNE - 411008

No: 2025/CSIR-NCL/KRC-LIB)/MLP045726/655   **Date:** 03/12/2025

Division: KNOWLEDGE RESOURCE CENTER(LIBRARY)

NOTICE

Subject: Establishment Of Archives And Science Museum At CSIR-NCL, Pune

Applications are invited online for filling up of position on a purely temporary basis, in the prescribed proforma. The details of the Sponsored Project under which engagement is proposed to be made is as under.

Title of Project: Establishment of Archives and Science Museum at CSIR-NCL, Pune

Name of Sponsoring Agency: CSIR-NCL

Project Code	MLP045726
Post Name	Senior Project Associate
No. of Position:	1
Minimum prescribed educational Qualifications	(i) Master/Integrated Masters in Natural or Agricultural or Pharmaceutical Sciences/MVSc/Animal Sciences OR Bachelor's degree in Engineering or Technology or Medicine from a recognized University AND Three(3) years experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services OR (ii) Masters/ Integrated Masters in Engineering or Technology from a recognized University or equivalent OR Doctoral Degree in Science/ Pharma/MD/MS from a recognized University or equivalent AND Two(2) years experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services
Desirable Qualification/ experience, if any	One Year Full-Time Experience in Scientific Archives/Science Museum
Age Limit*	40

Job requirement	Lead the conceptualization, planning, design, and development of permanent, temporary, and digital exhibitions. Manage the end-to-end archival workflow—including sourcing, appraisal, accessioning, arrangement, preservation, digitization, and access. Produce curatorial narratives for the monthly archives newsletter. Plan and conduct oral history interviews with past and present staff, including recording, transcription, video editing, and archiving. Conduct guided tours for dignitaries, academic groups, and the public at the Museum. Carry out research using archival materials related to the history of science and technology, publish papers in reputed scientific journals, and conduct talks, as CSIR-NCL Archives & Science Museum offshoots. Set digitization priorities and standards, and support the digitization of documents, photographs, and audiovisual media, including metadata creation and cataloguing. Help develop and implement the storage, preservation and access of the archives. Implement conservation strategies for items requiring repair. Ensure the functionality and visibility of the digital archive; coordinate with the digital team for website curation and monitor digital collections. Identify materials for acquisition, coordinate donations and transfers, and liaise with both internal and external stakeholders requesting access to CSIR-NCL's archival and museum resources. Support the development of Archives & Science Museum policies and contribute to long-term strategic planning.
Consolidated emoluments per month	(i) 42,000/- + HRA

* The upper age limit is relaxable upto 5 years in the case of candidates belonging to SC/ST/PWD/women, and 3 year for OBC candidates.

The engagement will be coterminous with the tenure of sponsored project subject to satisfactory performance or conduct of the appointee, as the case may be. The engagement will be purely on temporary basis and shall not be CSIR/NCL appointment, temporary or otherwise and shall not entitle the appointee to any right/claim whatsoever, implicit or explicit, for his/her consideration against any CSIR-NCL post/fellowship.

How to Apply:

1. Eligible candidates are required to apply ONLINE only through our website.
2. Link to apply :**https://jobs.ncl.res.in**
3. Details can be read from section Jobs Vacancies: **https://www.ncl-india.org**
4. Candidate should have a valid email before applying online.
5. Scanned photo/signature in JPG/JPEG format only.
6. Candidate's Photograph File size must be less than **50 kb**.
7. Candidate's Signature File size must be less than **25 kb**.
8. Readable scanned copies of Mark sheet(SSC, HSC, Graduation, Master, PhD,etc)
9. **Keep ready pdf file of all testimonials.**
10. Read all instructions title '**How To Apply**' available at website.

The application should be filled online on or before **23/12/2025**. Late applications will not be considered.

The prescribed educational qualifications are a bare minimum and merely possessing of same will not entitle candidates to be called for interview. Where number of applications received in response to this Notice of engagement is large, it may not be convenient or possible to interview all the candidates. Based on the recommendation of the Screening Committee, the Project Leader may restrict the number of candidates to be called for interview to reasonable limits after taking into consideration qualifications and experience over and above the minimum qualifications prescribed in the Notice. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field on date of advertise.

The candidates recommended by the Screening Committee to be called for interview would be notified on the website as well as divisional Notice Board on **24/12/2025** or the candidates may ascertain the information by contacting Dr. Sunita Barve email id: **sa.barve.ncl@csir.res.in** contact No: **020-25902039**

Shortlisted candidates will be required to appear before the Selection Committee for an online interview. For online interview URL link will be provided to shortlisted candidate later via email on or before **24/12/2025**.

Interview will be conducted on **29/12/2025** from **11:00 AM** online through a suitable medium such as Microsoft Teams, Google Meet, Cisco WebEx etc.

No interview call letter will be issued separately.
No TA/DA will be admissible for appearing for the interview. Selected candidates will have to join duty immediately on receipt of the offer of engagement.

सुनिता बर्वे

Dr. Sunita Barve
Project Leader (Name & Signature)

Notice Boards