



Department of Chemistry
Himachal Pradesh University

(NAAC Accredited "A" Grade University)

Summer Hill, Shimla - 171005

www.hpuniv.ac.in

RECRUITMENT FOR ANRF PAIR DREAMS RESEARCH PROJECT

Applications are invited for the post of two Project Administrative Staff in ANRF funded research project.

Brief Description:

Title of the Project	ANRF-PAIR DREAMS
Funding Agency	Anusandhan National Research Foundation (ANRF)
PI of the Project	Dr. Ramesh C. Thakur
Department	Department of Chemistry
Duration	Four years or Co-terminus with the project (Whichever is earlier)
Job Title	Project Administrative Staff
No of Vacancy	Two
Emoluments	₹22,000/-
Eligibility	Bachelor's degree in B.A., B.Com., BCA, B.Sc., B.Tech./B.E. or any other relevant discipline from a recognized University/Institution.
Desirables	1. Proficiency in MS Office, particularly MS Word and MS Excel, including document formatting, spreadsheet preparation, data entry, sorting, filtering and basic data management. 2. Prior experience in administrative and clerical work, preferably in an academic, research or institutional environment. 3. Experience in purchase and procurement documentation, including preparation and maintenance of quotations, comparative statements, purchase records and related documents. 4. Basic knowledge of bookkeeping and accounting procedures, including maintenance of cash books, accounts registers, expenditure records and supporting documents. 5. Good computer proficiency and a keen ability to learn and adapt to project-specific software, procedures and administrative requirements.
Application	Interested candidates may send their CV/Resume via email to anrfpairhpu@gmail.com on or before 11 th October, 2026 till 5:00 PM.
Mode and date of Interview	Walk-in-Interview on 15th October, 2026 at 11.00 am through offline mode in the Dept. of Chemistry, HPU Shimla.

Note:

1. **Nature and Tenure of Engagement:** The position is purely temporary, project-based and contractual. **The selected candidate shall initially be appointed for one year, and the engagement may be continued thereafter, subject to project requirements, availability of funds and satisfactory performance.**
2. **Co-terminus with Project:** The engagement shall be co-terminus with the project and shall cease upon completion, closure or termination of the project, or expiry of the sanctioned project period, whichever is earlier. No obligation shall exist to provide alternative employment after cessation of the project or engagement.
3. **No Claim for Permanent Appointment:** The engagement shall not confer any right, claim or entitlement to permanent appointment, regularization, absorption or appointment against any regular/future post in Himachal Pradesh University or any other institution.
4. **Other Conditions:** The engagement shall be governed by the terms and conditions specified in the appointment order and applicable project/institutional rules. No TA/DA shall be paid for appearing in the interview, and outstation candidates shall make their own boarding and lodging arrangements. Candidates opting for online interview shall intimate the Project Investigator before the last date of application.

Dr Ramesh C. Thakur
PI of the Project