



इंटरनेशनल एडवांस्ड रिसर्च सेंटर फॉर पाउडर मेटलर्जी एंड न्यू मटेरियल्स  
INTERNATIONAL ADVANCED RESEARCH CENTRE FOR  
POWDER METALLURGY AND NEW MATERIALS

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का स्वायत्त अनुसंधान एवं विकास केन्द्र)  
(An Autonomous Research & Development Centre of Department of Science & Technology, Govt. of India)

डाक घर: बालापुर, हैदराबाद - 500 005. तेलंगाना, भारत.  
P.O: Balapur, Hyderabad - 500 005, Telangana, INDIA.

Ref No: ARCI/HRD/PMU/RECT/1/2022

30<sup>th</sup> January, 2023

Mr. RAJESH KUMAR SAHU  
ARCI, Plot No. 102, Sector-44,  
Gurugram - 122 003  
Haryana  
Ph. No: +91-9981532840  
Email: rajeshsahu3788@gmail.com

Sub: Engagement as **Project Executive Assistant** on Contract Basis for Project PMU.

Dear Mr. Rajesh,

With reference to your application in response to our advertisement No. ARCI/HRD/PMU/RECT/1/2022 and the Skill Test & Personal Interview you had on 27<sup>th</sup>/28<sup>th</sup> December, 2022, the Competent Authority ARCI is pleased to offer you temporary appointment on **Contract basis as Project Executive Assistant** on a consolidated salary of **Rs. 45,000/-** per month (firm and fixed) during your 1<sup>st</sup> year tenure for the time-bound Sponsored Project entitled "**Programme Management Unit (PMU)**" which is being operated at ARCI, Liaison Office, Gurugram. Your tenure from the date of joining the post in time-bound Sponsored Project will be up to closure of project i.e. **April, 2027** or earlier depending up on your performance.

The terms and conditions of your engagement on Contract basis are enclosed. If the terms and conditions are acceptable to you, you are requested to sign a duplicate copy of the enclosure along with an undertaking (format enclosed) as a token of your acceptance and return it to us at the earliest.

Your place of posting will be at **ARCI, Liaison Office, Plot No. 102, Institutional Area, Sector - 44, Gurugram, NCR - 122 003, Haryana. Ph: 0124-2570215.**

On the day of your joining, you are requested to bring Original Certificates (Educational, Experience etc.,) along with a set of attested photo copies of certificates and 4 passport size latest photographs. Your joining will be subject submission of Medical fitness Certificate issued by Civil Surgeon, in the medical examination format issued by ARCI and submission of relieving certificate from your current employer (incase if you are presently working).

You are requested to join on **01/02/2023** or latest by **06/02/2023**. However, you may please indicate the tentative date for your joining in your acceptance letter. This offer is valid for a period of thirty (30) days only from the date of receipt after which the offer will stand cancelled.

Yours Sincerely,



*(Signature)*  
(D. Srinivasa Rao)  
Associate Director  
for Director, ARCI

Encl: Terms & Conditions along with undertaking

**International Advanced Research Centre for  
Powder Metallurgy & New Materials**  
(An Autonomous R&D Centre of Department of Science and Technology,  
Government of India)

**HRD Section**

**Ref No. ARCI/HRD/PMU/RECT/1/2022**

**08.03.2023**

**OFFICE ORDER**

**Sub: Engagement as Project Coordinator, Project Analyst, Project Executive Assistant, Project Data Entry Operator on Contract Basis for Time-bound Sponsored Project.**

Consequent upon acceptance of terms and conditions of offer of Appointment the following candidates who have been selected as **Project Coordinator, Project Analyst, Project Executive Assistant, Project Data Entry Operator** are engaged on contract basis for time-bound sponsored project "**Programme Management Unit-2 (PMU-2)**" sponsored by Department of Science & Technology, Government of India. They have joined Project PMU-2 at ARCI-Liaison Office, Gurugram as per the details given below against them:

1. Project Coordinator & Project Analyst:				Project Budget Code : SPD2		
Sl. No.	Name Mr./Ms. IRIS No.	D.O.J	Basic Pay	HRA	Transport & Medical Allowance	Total during 1 <sup>st</sup> year tenure
01.	Mr. Hemant Kashyap Project Coordinator (1139)	04.01.2023	56,000/-	16,800/-	7,200/-	80,000/-
02	Ms. Krithika Sharma Project Analyst (1140)	16.01.2023	42,000/-	12,600	5,400/-	60,000/-
2. Project Executive Assistant (PEA):						
01	Mr. Arun Kumar (1141)	01.02.2023	31,500/-	9,450/-	4,050/-	45,000/-
02	Mr. Rajesh Kumar Sahu (1142)	01.02.2023	31,500/-	9,450/-	4,050/-	45,000/-
03	Mr. Deepak (1145)	02.02.2023	31,500/-	9,450/-	4,050/-	45,000/-
04	Mr. Rahul (1146)	02.02.2023	31,500/-	9,450/-	4,050/-	45,000/-
05	Mr. Ram Surat Yadav (1149)	03.02.2023	31,500/-	9,450/-	4,050/-	45,000/-
06	Mr. Pintoo Singh (1151)	13.02.2023	31,500/-	9,450/-	4,050/-	45,000/-





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एंड न्यू मटेरियल्स (एआरसीआई), हैदराबाद

International Advanced Research Centre for Powder  
Metallurgy and New Materials (ARCI)

विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार का स्वायत्त अनुसंधान एवं विकास केंद्र  
An Autonomous R&D Centre of Department of Science & Technology, Govt. of India

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**OFFICE ORDER**

Ref. No. ARCI/HRD/PMU-Ext.-1/2024

Date: 15<sup>th</sup> February, 2024

**Subject: Tenure Extension of Project Staff engaged on Contract basis for time-bound Sponsored Project "Programme Management Unit (PMU-2)", Gurugram - Reg.**

Consequent upon recommendations of Performance Review Committee (PRC) met on 6-7<sup>th</sup> February, 2024 at ARCI, Gurugram, the Competent Authority, ARCI is pleased to extend tenure of the following project staff on contract basis for one more year. Accordingly their consolidated salary per month has been revised as given under :-

Sl. No.	Iris No.	Name, Desig. & Initial Doj	Extended tenure		Fixed Salary Rs.	Break-up Fixed Salary		
			From	To		Basic	HRA	TA & Medical
1.	1139	Hemant Kashyap Proj. Coordinator 04.01.2023	04.01.2024	03.01.2025	85600	59920	17976	7704
2.	1140	Krithika Sharma Project Analyst 16.01.2023	16.01.2024	15.01.2025	64200	44940	13482	5778
<b>Project Executive Assistants</b>								
1.	1141	Arun Kumar 01.02.2023	01.02.2024	31.01.2025	48150	33705	10111	4334
2.	1142	Rajesh Kumar Sahu 01.02.2023	01.02.2024	31.01.2025	48150	33705	10111	4334
3.	1145	Deepak 02.02.2023	02.02.2024	01.02.2025	48150	33705	10111	4334
4.	1146	Rahul 02.02.2023	02.02.2024	01.02.2025	48150	33705	10111	4334
5.	1149	Ram Surat Yadav 03.02.2023	03.02.2024	02.02.2025	48150	33705	10111	4334
6.	1152	Akash Chouhan 16.02.2023	16.02.2024	15.02.2025	48150	33705	10111	4334
7.	1157	Kiran Kumari 27.02.2023	Did not attend performance review meeting, hence no further extension is given to her.					



*Signature*