



Govt. of Maharashtra

**Office- Development of Relationship Between Sediment Loss and Carbon Loss From Watersheds  
Department of Soil & Water Conservation Engineering,  
Mahatma Phule Krishi Vidyapeeth, Rahuri**

Phone: 02426-243266

Email: [pi.cswatershed@gmail.com](mailto:pi.cswatershed@gmail.com)

Address: Central Campus, Dept. of SWCE, Dr. A. S.

CAE&T, MPKV, Rahuri, Dist: Ahmednagar (MS) 413722

No. SWCE/SLCL/Notification/OA/ 128 /2023

Date: 30/06/2023

## **NOTIFICATION**

Applications are invited from the eligible candidates for the following contractual post (purely on temporary basis) in the Ad-hoc research project entitled "Development of Relationship Between Sediment Loss and Carbon Loss From Watersheds" at Department of Soil & Water Conservation Engineering, Dr. A.S. College of Agricultural Engineering & Technology, Mahatma Phule Krishi Vidyapeeth, Rahuri. This position is available until the end of the project however initially for a period of 6 months or till the termination of the project whichever is earlier.

The interested candidates are encouraged to apply in the prescribed format (provided in this notification) by submitting the application along with the related self-attested certificates/material/documents by post or courier service or by email or in person to Ad-hoc research project "Development of Relationship Between Sediment Loss and Carbon Loss From Watersheds" at Department of Soil & Water Conservation Engineering, Dr. A.S. College of Agricultural Engineering & Technology, MPKV, Rahuri so as to reach by the last date **14 July, 2023 (up to 6.00 pm)**.

**The postal address is:** Principal Investigator, Development of Relationship Between Sediment Loss and Carbon Loss From Watersheds, Department of Soil & Water Conservation Engineering, Dr. A.S. College of Agricultural Engineering & Technology, MPKV, Rahuri. Dist: Ahmednagar-413722 (MS).

**The email id is:** [pi.cswatershed@gmail.com](mailto:pi.cswatershed@gmail.com)

For any questions/queries on application-procedure, candidates can contact to Co-Principal Investigator, Development of Relationship Between Sediment Loss and Carbon Loss From Watersheds, Department of Soil & Water Conservation Engineering, Dr. A.S. College of Agricultural Engineering & Technology, MPKV, Rahuri or on a cell phone (9421700302).

The date of interview will be communicated to eligible candidates separately by email/text message. However, the candidates are also advised to visit regularly the website [www.mpkv.ac.in](http://www.mpkv.ac.in) for any updates regarding this notification.

The details of the contractual and temporary post, to be filled-in purely on temporary basis, are as under:

Designation of post	No. of post	Scale of pay	Qualification prescribed
Office Assistant	1	12000/- per month (fixed pay)	<b>Essential:</b> 1. Graduation with proficiency in Computer Applications 2. Typing- Marathi 30 wpm, English 40 wpm or more 3. MSCIT <b>Desirable:</b> 1. Experience of working with accounting software.

**Age limit:**

The Upper age limit will be 35 years for men and 40 years for women for the post stated above table.

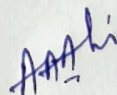
**Conditions**

- It is the responsibility of the candidate to submit the application and to attend the interview in person on scheduled date and time as communicated by email/text message.
- The post is purely on a temporary basis for the specified period stated in this notification and the candidate is subjected to termination on the expiry of the period or the project or by giving the notice of one month from either side.
- Canvassing in any form will make the candidate ineligible.
- The candidate should bring photo identity which needs to be produced during the "Verification of Document" Process or interview.
- It is to inform to note all the terms and conditions of the temporary employment as stated below.

**Terms and conditions:**

- The Office Assistant (OA) will be under the administrative control of the concerned Co-Principal Investigators (Co-PI) and Principal Investigator (PI).
- The engagement/appointment will stand terminated on completion of the tenure of the project or on the date stated in the appointment order whichever is earlier; whether so communicated formally on an individual basis or not. The University (MPKV) or this project holds no responsibility for regularization/appointment by absorption or otherwise against any regular post on termination of the project as it is purely temporary; time-bound arrangement on contractual and co-terminus basis with the project.
- If Office Assistant (OA) leaves his/her assignment without permission for one month, he/she will stand terminated from the date of his/her absence.
- The appointment of Office Assistant (OA) will be terminated at any time by the issue of 24 hours' notice if the Office Assistant (OA) found to be negligent in his/her work or found guilty of gross negligence in his/her duties or of grave misconduct or of discipline.

5. Office Assistant (OA) will not leave the project in the middle of his/her tenure. Further, however, if he/she intends to do so he/she has to give one month notice in writing in advance or remit the amount of one month's salary. Alternatively, Ad-hoc research project "Development of Relationship Between Sediment Loss and Carbon Loss From Watersheds" at Department of Soil & Water Conservation Engineering, Dr. A.S. College of Agricultural Engineering & Technology, Mahatma Phule Krishi Vidyapeeth, Rahuri can terminate the services of Office Assistant (OA) by giving one month notice by citing no reasons thereof. Office Assistant (OA) has not any right of claiming permanency benefit of the said post or such posts by virtue of this appointment.
6. Since Office Assistant (OA) are engaged for the Ad-hoc research project Development of Relationship Between Sediment Loss and Carbon Loss From Watersheds Research Project work full time, the Office Assistant (OA) will not be allowed to do any other work or to accept or hold another appointment with or without remuneration elsewhere. Office Assistant (OA) are full-time workers and are required to adhere to the administrative, financial and disciplinary regulations of University/Institute where the incumbent is working.
7. Office Assistant (OA) will have to work anywhere in the jurisdiction of MPKV as and when the need arises.
8. The notification does not mean that all the posts will be necessarily filled. The discretionary power will rest with the Selection Committee constituted for the purpose.
9. The selection committee will interview only eligible candidates. The applicants will have to appear for the interview on scheduled date and time at their own cost.
10. The Office Assistant (OA) should execute the bond-on-bond paper of Rs. 100/- stating the terms and conditions are acceptable to him/her and will abide by the same as per the format provided from time to time.



**Principal Investigator**  
SLCL Project, Dept. of SWCE  
Dr. A. S. C.A.E &T, MPKV, Rahuri

**Copy submitted with respects for favor of information to:**

1. The Executive President, Adarsha Gaon Sankalp & Prakalpa Samiti, Govt. of Maharashtra, Pune
2. The Director of Research, MPKV, Rahuri
3. The Dean, F/Agri. and Director of Instruction, MPKV, Rahuri.
4. The Director of Extension Education, MPKV, Rahuri.
5. The Director, Soil Conservation & Watershed Management and Member Secretary, Adarsha Gaon Sankalp & Prakalpa Samiti, Govt. of Maharashtra, Pune
6. The Associate Deans (All),
7. The Associate Director of Research, (NARP) (All)
8. The Specialists (All)
9. The Heads of Departments (All), MPKV, Rahuri
10. The Planning Officer, MPKV, Rahuri
11. The Comptroller, MPKV, Rahuri
12. The Deputy Registrar (Admn.) MPKV, Rahuri
13. The Asstt. Registrar, (Admn.) MPKV, Rahuri
14. The Asstt. Comptroller (I)/(II)/(III)/(IV)/PAO, MPKV, Rahuri

15. The Asstt. Registrar/Asstt. Comptroller/ Pay and Account Officers, College of Agriculture, Pune /Dhule/Kolhapur and Dr. A. S. College of Agril. Engg. & Tech., MPKV, Rahuri
16. The PA to Hon'ble Vice-Chancellor, MPKV, Rahuri
17. In-charge ARIS Cell, MPKV, Rahuri.

2/- It is requested to upload this notification on University web site for wide publicity.

# APPLICATION PROFORMA FOR OFFICE ASSISTANT

Passport  
size photo

1	Post applied for				
2	Full Name (in Block letters)				
3	Father's /Husband Name				
4	Gender (tick appropriate) [✓]	Male [ ]	Female [ ]		
5	Date of Birth				
6	Age as on July 2023*	Years _____	Months _____	Days _____	
7	Marital Status				
8	Mobile Number				
9	E-mail Address				
10	Correspondence Address (with pin code)				
11	Permanent Address				
12	Educational Qualification* (Starting with SSC)				
	Sr. No.	Name of certificate/degree	Board/ University	Year of passing	Marks/ Percentage OGPA/CGPA
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
13	Work experience*:				

	Sr. No	Designation	Name of employer	Period		No. of years and month
				From	To	
	1.					
	2.					
	3.					
14	Typing- Marathi 30 wpm, English 40 wpm or more*			Yes/No		
15	MSCIT*			Yes/No		
16	Present employment details					
17	Additional information, if any*					

(Note: \*The self-attested copies of the certificate/documentary evidence should be provided along with the application)

The information given above by me is true to the best of my knowledge and belief. If any information is being found false, my candidature/services, if selected, may be terminated without any notice. Further, if selected, I should bound by the terms and conditions of acceptance of this post.

Date:     /     /

Signature of Applicant

**Note:** 1. Please enclose only self-attested true copies of the relevant documents  
2. Please take care that e-mail and mobile/phone number are mentioned properly as the further correspondence (if required) will be done through SMS/email only.