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.
ए आर सी आई
ARCI

Ref No. ARCI/HRD/PMU/RECT/1/2016(i) **17th October, 2016**

Mr. Rajesh Kumar Sahu
H.No. 110, A-Sector,
New Ashoka Garden,
BHOPAL - 462023
Madhya Pradesh
Mobile: **+91-9424768250**
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/1/2016 and the online test you had on 08th October, 2016, we are pleased to offer you appointment on **Contract basis** as **Project Executive Assistant** on a consolidated salary of ₹ **30,000/-** per month (firm and fixed) during your Ist year tenure for the time-bound sponsored project titled **"Programme Management Unit (PMU)" which will be operated by ARCI, at Gurgaon Office.** Your tenure from the date of joining the post will be up to **31st March, 2021** (i.e. closure of project) 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 Office, Plot No. 102, Institutional Area, Sector – 44, Gurgaon – 122 003, Haryana. Ph: 0124 – 2570215, Telefax: 0124 – 2570218.**

On the day of your joining, you are requested to bring original certificates (educational, experience etc.,) along with a set of attested xerox copies of certificates and 4 passport size latest photographs. In case, you are currently working, you have to produce relieving certificate from your current employer.

This offer is valid for a period of **thirty (30)** days only from the date of receipt for your acceptance, after which the offer will stand cancelled. You may please indicate the tentative date for your joining ARCI in your acceptance letter.

Self Attested

Yours sincerely,

R. VIJAY KUMAR
CHIEF FINANCE & ACCOUNTS OFFICER

Encl: *Terms & Conditions along with undertaking*

इंटरनेशनल एडवांस्ड रिसर्च सेंटर फॉर पाउडर मेटलर्जी एंड न्यू मटेरियल्स
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P.O: Balapur, Hyderabad - 500 005, Telangana, INDIA.
ए आर सी आई
ARCI

Ref No. ARCI/HRD/1069/2022

9th February, 2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Rajesh Kumar Sahu**, has been working as a **Project Executive Assistant (PEA)** on contract basis for a DST Sponsored time-bound project titled **"Programme Management Unit (PMU)"** at International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI), Gurugram (NCR) Unit, Gurugram since **3rd November, 2016** to **18th May, 2022** and re-engaged from **19th May, 2022** to **31st January, 2023** on same terms and conditions. During the above period his conduct was found to be satisfactory.

His salary for the month of January, 2023 was drawn is given below:-

Details	**January, 2023**
Basic Pay	30,660/-
HRA	9,198/-
Transport & Medical Allowance	3,942/-
Gross Total	**43,800/-**
Deductions (EPF Subscription etc.)	3,679/-
PTX	200/-
Net Total	**39,921/-**

He is relieved from ARCI as **Project Executive Assistant** w.e.f **31st January, 2023 (A/N).**

Self Attested
Rahul

A. Srinivas 9/2/23
(A. Srinivas)
Admin. & Pers. Officer
for Director, ARCI

ई पी ए बी एक्स/EPABX : 0091-040-2445 2200 (30 लाइने/Lines) फैक्स/Fax : 0091-040-2444 2699,
ई-मेल/E-mail : info@arci.res.in, वेबसाईट/Website: www.arci.res.in