

AcSIR
Academy of Scientific & Innovative Research
(Coordination Office)
CSIR-CRRI Campus, Delhi-Mathura Road, New Delhi – 110 025

RECRUITMENT TO THE POSTS OF EXECUTIVE ASSISTANT

The Academy of Scientific & Innovative Research (AcSIR) has been established by an Act of Parliament, as An Institute of National Importance, with its mission to create highest quality personnel with cross-disciplinary knowledge, aiming to provide leaders in the field of science and technology.

The main objectives of AcSIR are – dissemination of advanced knowledge in science and technology, by providing teaching and research facilities in emerging and futuristic areas of inter-disciplinary and multi-disciplinary areas; establishment of linkages with industries; collaboration with reputed universities and institutions in India and abroad; and promotion of research in science and technology having a bearing on social, economic, cultural and intellectual welfare of the people.

The AcSIR intends to fill in two posts of Executive Assistant for placement as mentioned against each:

Post – 1: Office of the Coordinator for AcSIR at CSIR-National Physical Laboratory, Dr. KS Krishnan Marg, New Delhi – 110 012; and

Post – 2: AcSIR Coordination Office, CSIR-CRRI Campus, Mathura Road, New Delhi – 110 025

The AcSIR invites applications, in the prescribed form, from the candidates fulfilling the qualifications and experience, as detailed hereinafter.

The application form may be downloaded from <http://goo.gl/2moioz> and sent through Email to hr@acsir.res.in, so as to reach latest by 30.07.2014. No hard copy is required to be sent separately.

The shortlisted candidates, fulfilling the eligibility criteria, will be intimated through Email latest by 13.08.2014 about the time slot to appear for interview at the venue and date mentioned below:

Venue:	AcSIR Coordination Office CSIR-CRRI Campus Mathura Road, New Delhi – 110 025
Day	Saturday
Date	06.09.2014

: 2 :

The registration of candidates will start **one hour before the allotted slot of timings** and close before start of interview. Candidates reaching the venue after one hour from the registration timings will not be entertained under any circumstances.

Essential Qualifications

Graduate (B.Sc./B.A./B.Com.) or equivalent from a recognized University or statutory body with one year Postgraduate Diploma in Computer Applications from a reputed and recognized Institute/Body, basic typing skill and familiarity with Internet, Email, Skype, etc.
Proficiency in spoken and written English with good communication skills.

Experience

Minimum one year experience acquired after obtaining the essential qualifications, as detailed hereinbefore, required for the posts.

Emoluments

The selected candidate will draw consolidated emoluments between Rs. 12,000/- to Rs. 15,000/- p.m. depending upon the qualifications, experience and suitability subject to the recommendations of the Selection Committee. No other allowances, perks are payable over and above the consolidated emoluments mentioned above.

Tenure

The placement will be purely on contractual basis and does not have any provision for regularization. The initial appointment will be for a period of one year, extendable for a further period of 2 years based on performance appraisal. On expiry of total period of three years, based on a further assessment of work done during the entire period and justification of further need/requirement only, the appointment may be further extended upto a maximum period of two years so that the entire appointment on contractual basis does not exceed 5 years.

Age

Not exceeding 30 years (age relaxation upto 5 years for SC/ST/Physically Disabled/Woman – Widowed/Divorced/Judicially-separated and not remarried; and upto 3 years for OBC).

Responsibilities

Multi-tasks involving maintenance of academic records of students/faculty members, putting up of files, docketing of papers, keeping office records, preparation of cash vouchers, cheques, etc., vouching of bills, maintenance of financial records, typing work, etc.

Besides above, support in office work to the Officials, coordination with the AcSIR Coordinators of the CSIR Laboratories, assist in preparation of documents for meetings, updating of website of AcSIR, and other related responsibilities as assigned from time to time by AcSIR functionaries.

: 3 :

General Terms and Conditions

- No TA/DA will be payable to Candidates appearing for the interview.
- The Candidates will be required to bring **All Certificates/testimonials, in original** (Degree/Diploma Certificates, Marks Sheet, Experience Certificates, proof of age and, the Caste Certificates issued the Authorized Authorities/Bodies as per instructions issued by the Central Government, by those ST/SC/OBC and Physically Disabled Persons seeking relaxation in age) for verification and return, along with one set of self-attested photocopies of the same for verification and records of AcSIR.
- Two recent Passport size coloured photograph.
- Number of post may vary and shall be need based. Advertisement is no commitment.
- Canvassing in any form will be a disqualification.
