

**Academy of Scientific & Innovative Research**  
**Coordination Office**  
**CSIR-Central Road Research Institute Campus, Delhi-Mathura Road, New Delhi – 110 025**

**RECRUITMENT TO THE POSITION OF EXECUTIVE CONSULTANT**

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 one position of Executive Consultant at its Coordination Office located in CSIR-CRRI Campus, New Delhi, and 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/SJNpvM> and sent through Email to [hr@acsir.res.in](mailto:hr@acsir.res.in), so as to reach latest by **17/11/2014**. No hard copy is required to be sent separately.

The shortlisted candidates, fulfilling the eligibility criteria, will be intimated through Email latest by **25/11/2014** about the date (which may be during the last week of December, 2014) and the time-slot to appear for interview at the venue mentioned below:

**Venue :**           **AcSIR Coordination Office**  
**CSIR-Central Road Research Institute Campus**  
**Delhi-Mathura Road, New Delhi – 110 025**

**Details of the position:**

<b>Name of the position</b>	<b>No. of position</b>	<b>Essential Qualifications</b>	<b>Desirable qualifications</b>	<b>Consolidated remuneration</b>
Executive Consultant	One	<p>MBA preferably in HR or Finance from a recognized/ reputed institute through a regular enrolment and not through correspondence.</p> <p>The basic qualification must be at least  B. Tech  Or  Post graduation in Science</p> <ul style="list-style-type: none"> <li>• Proficient in spoken and written English with good communication skills</li> </ul>	<p>Two years work experience in similar capacity or in research/policy domain.</p> <p>Good knowledge of computer applications and familiarity with office automation softwares.</p>	<p>consolidated remuneration of Rs.30,000/- per month . Higher remuneration may be offered based on candidate's qualifications and performance in the selection interview.</p>

**Tenure**

The appointment 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 the extended period of 3 years, based on a further assessment of work done during the entire period of appointment and justification of further need/requirements only, the appointment may be further extended up to a maximum of period of two years so that the entire appointment on contractual basis does not exceed 5 years.

**Age**

Not exceeding 40 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**

Executive Consultant should possess multi-tasking skills and should be able to take up a slew of responsibilities and handle diverse activities. He/She will be responsible for servicing the Board of Governors and the Senate of the Academy by preparing the agenda, administrative, financial and academic matters assigned by the Associate Director/Director, notes and minutes of their meetings; taking necessary follow-up action for implementation of the decisions of BOG/Senate. He/She should be conversant with installation of (i) necessary electronic communication network for correspondence between the Headquarters and the Laboratories; (ii) appropriate software for efficient maintenance of accounts and office records; and (iii) devising the requisite MIS, and carrying out the directions of the Chairman, Director and Associate Director in regard to all facets of activities of the Academy. He/She shall also be responsible for all tasks related to the activities of the Academy, as may be assigned to them by the Associate Director.

**General Terms and Conditions**

- No TA/DA will be payable to Candidates appearing for 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.
- Advertisement is no commitment.
- Canvassing in any form will be a disqualification.