

CSIR-NATIONAL METALLURGICAL LABORATORY
(Council of Scientific & Industrial Research)
Jamshedpur – 831 007

ADVERTISEMENT No. 5/2014

Walk-in-Interview on 22.12.2014

Executive Assistant

Selection of eligible candidate will be made for appointment as Executive Assistant on purely temporary, contractual basis in the Academy of Scientific and Innovative Research (AcSIR) for CSIR-NML, Jamshedpur. Eligible candidates are invited to appear for a walk-in-interview at the venue, time and date indicated below.

Venue: CSIR-National Metallurgical Laboratory,
PO: Burmamines,
Jamshedpur-831007, Jharkhand.

Time & Date: 10.00 am onwards on 22.12.2014. Registration of candidates will start at 09.30 am and close at 12.00 noon. Candidates reaching the venue after 12.00 noon will not be interviewed under any circumstance.

Details relevant to the selection:

Name of the position	No. of positions	Essential Qualifications	Desirable qualifications	Consolidated emoluments
Executive Assistant	One	Graduate (B.Sc/ B.Com/ B.A.) or equivalent from a reputed and recognized institute through regular enrolment and physical attendance and not through correspondence with a minimum of 1 year experience in research/policy domain/ICT or similar field.	i) Good typing skills on computer and familiarity with internet, e-mail, Skype. ii) Prior working experience in CSIR Laboratory.	Rs. 14,000-20,000/- per month.

Age limit: 30 years as on 22.12.2014 (Age relaxation upto 5 years for SC/ ST/ Physically Disabled/ Woman - Widowed/ Divorced/ Judicially separated and not remarried; and upto 3 years for OBC)

Tenure: The placement will be purely on contractual basis and does not have any provision for regularization. The initial appointment will be for period of One year, extendable for a further period of two 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 five years.

Documents: Interested eligible candidates, who are Indian national and fulfil the above eligibility conditions, may report with all certificates/documents in original in support of their qualifications/age/experience(s) and a duly completed application in the enclosed prescribed PROFORMA with a recent colour passport size photograph pasted on it along with one copy of all those testimonials/certificates duly self-attested.

Travel: No TA/DA will be paid to the candidates for appearing in the interview.

Job Description

Multi-tasking involving support in office work to the Dean and Co-ordinators in AcSIR-CSIR-NML, Jamshedpur; maintenance and upkeep of official records, preparation and notification of bills for payment; maintaining financial records; assisting in updating of website of AcSIR and any other relevant activities connected with AcSIR.

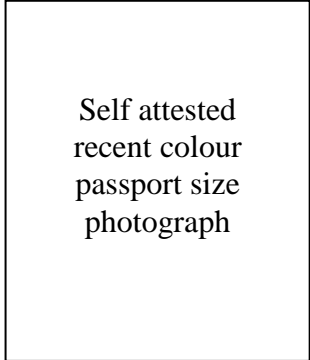
Controller of Administration

CSIR-NATIONAL METALLURGICAL LABORATORY
(Council of Scientific & Industrial Research)
Jamshedpur-831007

APPLICATION FORM EXECUTIVE ASSISTANT

1. Advertisement No. : **5/2014 (Walk-in-interview)**
2. Post applied for : **EXECUTIVE ASSISTANT**
3. Name : _____
4. Father's Name : _____
5. Nationality : _____
6. Date of Birth : _____
7. Age as on **22.12.2014** : _____ Year _____ Month _____ Days
8. Category : _____
(SC/ST/OBC/PH)
9. Correspondence : _____
Address with Phone No. &
E-mail address _____

10. Permanent Address : _____



11. Educational Qualifications:
(in chronological order)

Sl. No.	Examination/Degree	Board/University	Subject	Year of passing	Class/ Division	% Marks or GPA
I						
II						
III						

IV						
V						
VI						

12. Details of work experience (if any):

Institution	Designation	Salary p.m.	From	To

13. If you are working in CSIR-NML, pl. give details thereof:

Division/Section	Position	Date of Joining

14. If you are related to any CSIR employee, pl. give details thereof:

Name of the employee	Designation	Lab./Instt. in which working	Your relation with the employee

I understand that the contractual appointment is purely temporary and I hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge & belief.

(Signature of Candidate)
Date:

Enclosures:

- 1.
- 2.
- 3.