



Academy of Scientific and Innovative Research  
Training & Development Complex, CSIR Campus, CSIR Road, Taramani, Chennai 600 113

RECRUITMENT FOR THE POSITION 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 multidisciplinary 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 Assistant, located in CSIR Campus, CSIR Road, Chennai through a

**Walk- In – Interview on 02.03.2015 as under**

<b>VENUE</b>	<b>TIME</b>
AcSIR Office, Training & Development Complex, CSIR Campus CSIR Road, Taramani Chennai – 600 113	11.00 a.m. onwards

Candidates who fulfill the qualifications / eligibility norms listed below are requested to attend the walk-in interview along with

1. Application as provided, duly filled and signed
2. Original as well as copy of all certificates
3. Two passport size colour photographs.

No TA / DA will be paid. Candidates reporting later than 10.00 A. M will not be considered

Qualifications & Experience	i. Graduates (B.Sc/B.A/B.Com) or equivalent * with experience and knowledge of computer applications. ii. Two years' experience in finance and accounts iii. Knowledge/familiarity of the use of Personal Computers and suit of Office applications including familiarity of financial/accounting packages
Desirable	Familiarity with internet e-mail, Skype and office management Proficiency in spoken and written English with good communication skills.
Compensation	Rs.15000 /- per month (Consolidated). Higher remuneration may be considered commensurate with qualifications and experience.

\*B.E./B.Tech graduates will not be considered for the said position

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

Responsibilities

Multi- tasking involving support in office work to the Head Quarters and Coordinators in different centres of AcSIR, maintenance and upkeep of official records, preparation and notification of bills for payment; maintaining financial records.

General Terms and Conditions

Canvassing in any form will be a disqualification.