



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

RECRUITMENT FOR 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 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 Consultant at its Office, located in CSIR Campus, CSIR Road, Chennai through a

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

**VENUE**

**TIME**

AcSIR Office,  
Training & Development Complex, CSIR Campus  
CSIR Road, Taramani  
Chennai – 600 113

10.00 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	Post Graduates having any one of the following qualifications; CA Inter / SAS qualified /Government organized accounting service Should possess an experience of not less than five years in the Executive Cadre in the field of Finance and Accounts in Govt. or PSU's, with at least two years' experience in Academic or R&D organization. Must have working knowledge of PCs and suit of Office applications including familiarity with financial/accounting packages followed in Academic Institutions.
Desirable	Good communication and drafting skills in English, and knowledge in ERP
Compensation	Rs.30000 /- per month (Consolidated). Higher remuneration may be considered commensurate with qualifications and experience.

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

Officers retired from Central/State Govt. Departments/autonomous bodies of Central Govt dealing with R&D organizations/academic institutions/ universities may also be considered

### 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 Finance Committee meetings, Meeting with Auditors, 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/Director.

### General Terms and Conditions

Canvassing in any form will be a disqualification.