

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

WALK-IN-INTERVIEW ON

(Day/Date: Tuesday, the 23rd of February, 2016)

FOR ENGAGEMENT AS 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. It is not a government organization.

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. The candidates fulfilling the qualifications and experience, as detailed hereinafter, may appear for a 'Walk-in-Interview', at the venue, day/date and time mentioned below.

The application form may be downloaded by the candidate from <http://goo.gl/KSOj80> and submitted by him/her duly completed and signed along with self-attested copies of certificates/testimonials at the time of 'Walk-in Interview'.

Venue	:	AcSIR Coordination Office CSIR-Central Road Research Institute Campus Delhi-Mathura Road (Near Sukhdev Vihar DTC Bus Depot) NEW DELHI – 110 025
Day/Date	:	Tuesday, the 23rd of February, 2016
Time	:	09.00 AM

The registration of candidates will start at 09.00 AM and close by 10.00 AM. Candidates reaching the venue after 10.00 AM will not be entertained under any circumstances.

Details of the position:

Name of the position	No. of position	Essential Qualifications	Desirable qualifications	Consolidated emoluments
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 any subject.</p> <p>Two years Work experience in similar capacity or in research/policy domain.</p> <ul style="list-style-type: none"> • Proficient in spoken and written English with good communication skills 	Good knowledge of computer applications and familiarity with office automation softwares.	Consolidated emoluments within the range of Rs. 30,000/- to Rs. 60,000/- per month. Higher remuneration may be offered based on candidate's qualification, experience and performance in the selection interview

Tenure

The engagement will be purely on contractual basis and does not have any provision for regularization. The initial engagement 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 engagement, it may be further extended up to a maximum of period of two years so that the entire engagement 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).

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 him/her by the Associate Director.

General Terms and Conditions

- No TA/DA will be payable to Candidates appearing for 'Walk-in-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.