**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: Friday; 2nd December, 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/HnpHiz**](http://goo.gl/HnpHiz) **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 : Friday; 2nd December, 2016**

 **Time : 10.30 AM**

The registration of candidates will start at ­­­­­9.00 AM and close by 10.30 AM**.** Candidates reaching the venue after 10.30 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  |  MBA preferably in HR or Finance from a recognized/ reputed institute through a regular enrolment and not through correspondence. The basic qualification must be at least B. Tech  Or Post graduation in any subject.Two years Work experience in similar capacity or in research/policy domain.* 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.