

**ADVERTISEMENT SEEKING NOMINATION FOR POSITION(S) OF  
ASSOCIATE DIRECTOR (ACADEMIC), ASSOCIATE DIRECTOR (STUDENT AFFAIRS) AND  
ASSOCIATE DIRECTOR (ADMINISTRATION & FINANCE) AT AcSIR**

Academy of Scientific and Innovative Research (AcSIR) is an Institution of National Importance established by The Academy of Scientific and Innovative Research Act 2011, notified on 7th February, 2012 and enacted on 3<sup>rd</sup> April, 2012.

The Academy has been created with an aim to provide research and teaching in the frontier areas of Science and Technology. The curricula, pedagogy and evaluation is innovative and directed towards creating the highest quality personnel with cross disciplinary knowledge so as to provide leaders in the field of Science & Technology. The Academy also has the authority to award degrees and diplomas to the students enrolled in different programs.

AcSIR invites ***nomination*** for the positions of

- i) **Associate Director (Academic)**
- ii) **Associate Director (Student Affairs)**
- iii) **Associate Director (Administration & Finance)**

from among the Scientists of CSIR Labs or Professors including Emeritus Professors involved in the academic activities of AcSIR, having high academic standing and exceptional administrative capability for consideration for the position.

The appointment will be purely on a contractual basis.

**Qualification, Experience, Relaxation and General Conditions:**

- i) **Essential Qualification:** Ph.D. in Natural/Social Sciences/Computer Sciences, Masters Degree in Engineering/Medical Sciences/ Business Administration/ Computer Applications/ IPR Management/ Science Management/ Finance background.
- ii) **Desirable Qualification:** Will be decided by the Search-cum-Selection Committee as per the requirements of the position advertised for.
- iii) **Experience:** 10 years of experience in relevant areas of activity.
- iv) **Age:** Should not be more than 65 years as on the closing date of receipt of nomination
- v) **Relaxation:** The qualifications and experience can be relaxed for exceptionally meritorious suitable candidate(s) by the search-cum-selection committee.

Candidate nominated for one position may be considered for another position among three choices, if found suitable by the Selection Committee.

The selection committee will formulate criteria for shortlisting the candidate for interview.

Duties and Powers of Associate Directors:

The Associate Director shall assist the Director in discharging academic, administrative and other functions of the Academy consistent with the designation and carry out responsibilities as may be assigned to him/her by the Director.

Compensation:

The compensation for the position of the Associate Director shall be fixed by the Director of the Academy on the recommendation of the Search-cum- Selection Committee and the approval by the Chairman of the Board, commensurate with the experience and proven/potential competence of the candidate. The total package shall be in the range of Rs. 24.0 – 30.0 lakh per annum and shall have both fixed and performance based variable component inclusive of allowances.

Nominations may please be sent with detailed resume along with complete list of publication/patents etc. through e-mail to the Acting Director, AcSIR to [hr@acsir.res.in](mailto:hr@acsir.res.in).

This advertisement is available at the AcSIR website at <http://acsir.res.in> and at the CSIR website at [www.csir.res.in](http://www.csir.res.in). All nominations received till **5:00 pm of 9<sup>th</sup> July, 2017** will be considered for the positions. Nominations received after the closing date will not be entertained.

The decision of the Chairman, Selection Committee in all matters relating to selection shall be final and binding on all the candidates. Interim enquiries will not be entertained.

AcSIR reserves the right to cancel/reject any or all the applications without assigning any reasons.

**(Member-Secretary)**

## **Indicative Roles of Associate Directors:**

### **i) Associate Director (Academic):**

- a) Heading the Academic Unit. He/she would be responsible for the curriculum and course development for UG/PG courses, certificate courses and training workshops. He/she would further engage in developing customized courses for corporate, industrial houses and government participants.
- b) He/she will be responsible for recruitment of faculty resources for all the courses proposed to be offered at the various centres. Would coordinate with the heads of various clusters to invite foreign lecturers and implement student exchange programmes with other global institutions.
- c) He/she will execute all duties as per the Statutes and Ordinances.

### **ii) Associate Director (Administration & Finance)**

- a) Heading the ancillary units comprising of HR, Planning and Construction, Maintenance & Safety, Public Relations and Finance & Accounts. He/she shall directly report to the Director.
- b) His/her responsibilities would include the overall administration of the institute. The facilitators of the five ancillary units would directly report to him/her. He would also be in charge of supervising leasing arrangements for R&D companies keen to carry out R&D activities in the institute and developing and managing the institute's financial, legal, marketing and IT expertise.
- c) He/she will execute all duties as per the Statutes and Ordinances.

### **iii) Associate Director (Student Affairs)**

- a) He/she will head the Student Affairs unit.
- b) The Associate Director would have the responsibility of coordinating with different student sections pursuing various programmes at the Academy, coordinating placements and also coordinating finishing school programmes.
- c) He/she should be responsible for initiating student exchange programme, organize seminars, global workshops and also coordinate participation of guest faculty.
- d) He/she would have to look after issues related to health safety and student welfare and coordinate extracurricular activities for the students.
- e) He/she will execute all duties as per the Statutes and Ordinances.