



वैज्ञानिक और नवीकृत अनुसंधान अकादमी  
ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

**INVITATION FOR APPLICATION FOR POSITION OF ASSOCIATE DIRECTOR (ACADEMIC)  
AND ASSOCIATE DIRECTOR (STUDENT AFFAIRS) 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 programmes.

AcSIR invites application for the position of Associate Director (Academic) and Associate Director (Student Affairs) at AcSIR from candidates having high academic standing and exceptional administrative capability for consideration for the position. Preference will be given to applicants from among scientists (serving or superannuated) of CSIR having a thorough knowledge of the system.

Serving scientists of CSIR may be considered for the position subject to a nomination by the Vice Chairman and approval of the Chairman of the Academy. These positions will be guided by the deputation/ sabbatical guidelines of CSIR including the tenure for the positions. The tenure of the positions for serving CSIR scientists may be extended with special permission of the competent authority following the deputation/sabbatical guidelines.

For candidates who have superannuated from full time services, the term of office will be for a period of three to five years as decided by the Selection Committee from the date of engagement on contract, or till the age of 65 years, whichever is earlier. The tenure may be further extended depending on the performance

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.
- ii) **Desirable Qualification:**
- iii) Will be decided by the Search-cum-Selection Committee as per the requirements of the position advertised for.
- iv) **Experience:** 10 years of experience in relevant areas of activity.
- v) **Relaxation:** The qualifications and experience can be relaxed for exceptionally meritorious suitable candidate(s) by the search-cum-selection committee.

- vi) Necessary relaxation in case of SC/ST/OBC/PH candidates as per Govt. of India rules will be applicable.
- vii) Candidate applying for a position may be considered for another position provided he/she has mentioned his/her preference for the position explicitly in the application.
- viii) Applications received after the closing date will not be entertained.
- ix) Mere fulfillment of essential educational qualifications and/or experience does not entitle a candidate to be called for interview. The selection committee will formulate criteria for shortlisting the applications.
- x) 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.

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.

Interested candidates may please send their detailed resume along with complete list of publication/patents etc. through e-mail to the Acting Director, AcSIR at [director@acsir.res.in](mailto:director@acsir.res.in) with a copy marked 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 applications received till 5pm of **4<sup>th</sup> August 2014** will be considered for the positions.

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

**(Member-Secretary)**



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ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

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**INVITATION FOR APPLICATION FOR POSITION(S) OF  
ASSOCIATE DIRECTOR (ADMINISTRATION & FINANCE),  
ASSOCIATE DIRECTOR (RESOURCE DEVELOPMENT AND NETWORK) AND  
ASSOCIATE DIRECTOR (INSTITUTE AFFAIRS AND ICT INFRASTRUCTURE) 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 programmes.

AcSIR invites application for the position of Associate Director (Administration & Finance), Associate Director (Resource Development and Network) and Associate Director (Institute Affairs and ICT Infrastructure) at AcSIR from candidates having high academic standing and exceptional administrative capability for consideration for the position. Applicants with exceptional proven track records from industry/academia will primarily be considered.

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) **Relaxation:** The qualifications and experience can be relaxed for exceptionally meritorious suitable candidate(s) by the search-cum-selection committee.
- v) Necessary relaxation in case of SC/ST/OBC/PH candidates as per Govt. of India rules will be applicable.
- vi) Candidate applying for a position may be considered for another position provided he/she has mentioned his/her preference for the position explicitly in the application.

- vii) Applications received after the closing date will not be entertained.
- viii) Mere fulfillment of essential educational qualifications and/or experience does not entitle a candidate to be called for interview. The selection committee will formulate criteria for shortlisting the applications.
- ix) 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.

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.

Interested candidates may please send their detailed resume along with complete list of publication/patents etc. through e-mail to the Acting Director, AcSIR at [director@acsir.res.in](mailto:director@acsir.res.in) with a copy marked to [hr@acsir.res.in](mailto:hr@acsir.res.in).

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

**(Member-Secretary)**

## Annexure

### Indicative Roles of Associate Directors

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

- a) Heading the Academic Unit. Responsible for the curriculum and course development for UG/PG courses and training workshops. Engage in developing customized courses for corporate, industrial houses and government participants.
- b) Responsible for recruitment of faculty resources for all the courses proposed to be offered at the various centres. Coordinate with the heads of various clusters to invite foreign lectures and implement student exchange programmes with other global institutions.
- c) Will report to the Director and execute all duties as per the Statutes and Ordinances.

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

- a) Heading the ancillary units comprising of HR, Planning and Constructions, Maintenance & Safety, Public Relations & Finance and Accounts.
- b) Responsibilities would include the overall administration of the institute. The facilitators of the five ancillary units would directly report to him. In Charge of supervising leasing arrangements for the R&D companies keen to carry out R&D activities in the institute and developing and managing the institute's financial, legal, marketing & IT expertise.
- c) Will directly report to the Director and execute all duties as per the Statutes and Ordinances.

**iii) Associate Director (Students Affairs)**

- a) Head the Students Affairs Unit.
- b) Responsible for coordinating with different student sections pursuing various programmes at the Academy, coordinating placements and also coordinating finishing school programmes.
- c) Responsible for initiating student exchange programme, organizing seminars, global works & coordinating participation of guest faculty.
- d) Look after issues related to health safety and student welfare and coordinate extracurricular activities for the students.
- e) Will report to the Director and execute all duties as per the Statutes and Ordinances.

**iv) Associate Director ( Resource Development & Network)**

- a) The responsibilities include national & international networking, coordinating with researchers and alumni for technology collaboration and transfer, project sharing and activities related to funds and sponsorships.
- b) Point of contact for companies interested in commercializing/applying creative research into products. Would also coordinate the probation of specific research amenities offered to the lab cluster. He should preferably be having a thorough knowledge about IPR.
- c) Will report to the Director and execute all duties as per the Statutes and Ordinances.

**v) Associate Director (Institute Affairs and ICT Infrastructure)**

- a) Would be responsible for setting up ICT infrastructure connecting the Academy HQ with all the affiliated centres and will handle the establishment of the centralized academy management system for the effective/transparent data management system with respect to academic, financial, infrastructural facility etc. Would also be responsible for maintaining and updating AcSIR website.
- b) Responsible for developing library/e-library and dispersing of information through innovative e-learning technologies including virtual classrooms, in which the students from different institutes can participate in the course work offered in different labs, including the establishment of smart class rooms etc.
- c) To coordinate with the faculties in different labs in deciding a proper mix of research into teaching activities for faculties and researchers.
- d) Will report to the Director and execute all duties as per the Statutes and Ordinances.