

# CSIR – INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY BHUBANESWAR– 751 013

## Advertisement No.01/CSIR-IMMT/AcSIR/(2014)

The Academy of Scientific and Innovative Research (AcSIR) at CSIR-IMMT invites applications for one position of Executive Assistant purely on contractual and temporary basis tenable at AcSIR CSIR-IMMT, Bhubaneswar.

Details relevant to the position/selection:

Name of the Position	No. of position	Essential Qualifications	Desirable Qualifications	Consolidated emoluments
Executive Assistant	1	Graduates ( B.Sc/B.A/B.Com) or equivalent with experience and knowledge of computer applications ii) One year experience in similar field.	i) Familiarity with internet e-mail, Skype and office management ii) Proficiency in spoken and written English with good communication skills.	Rs. 12000/- to Rs. 15000/- month (The selection committee may recommend the emolument within the above range)

**\*B.E. / B.Tech. candidates will not be considered for the said position**

**Age limit:** 30 years as on **8<sup>th</sup> October. 2014**. Age is relaxable by 5 years in case of SC/ST , Physically Disabled/ Women-Widowed/Divorced/ Judicially-separated and not remarried and 3 years in respect of OBC candidates as on **8<sup>th</sup> October. 2014**.

**Tenure:** One year initially and extendable further based on performance and requirements. However, the period of engagement will not exceed five years.

**Job Description:** Multi- tasking involving support in office work to the Dean and Coordinators in AcSIR, CSIR-IMMT, Bhubaneswar; maintenance and upkeep of official records, preparation and notification of bills for payment; maintaining financial records.

**How to apply? Last date of submission of application in prescribed format is on 8<sup>th</sup> October. 2014.** Interested candidates who fulfils the above criteria i.e. essential qualification, experience etc. can download the application form from the website: [www.immt.res.in](http://www.immt.res.in). The filled application form with supportive documents (photocopies with self-attestation) should be sent by speed post to: Dr. B.S. Jena, Principal Scientist, RDPD and Bioresource Engg., CSIR-Institute of Minerals and Materials Technology, Bhubaneswar-751013. The application received after the last date i.e. **8<sup>th</sup> October. 2014** will not be considered. Incomplete application will be rejected.

**Selection procedure:** There will be a screening of applications received within the last date of submission i.e. **8<sup>th</sup> October. 2014**. Only short-listed candidates will be communicated by email for the interview. Candidates are requested to bring the original documents for verification on the day of interview as and when called for.

**Travel:** No TA/DA will be paid to the candidates for appearing in the interview.

**AcSIR Coordinator**

**CSIR-IMMT, Bhubaneswar**