

**Academy of Scientific & Innovative Research**

Office of the AcSIR Coordinator at CSIR-National Chemical Laboratory, Pune

**RECRUITMENT TO THE POSITION OF 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 for the Office of AcSIR Coordinator at CSIR-National Chemical Laboratory, Pune, and invites applications in the prescribed form, from the candidates fulfilling the qualifications and experience, as detailed hereinafter.

The application form may be downloaded from <http://goo.gl/oKTbcs> OR <http://goo.gl/gPf0rV> and sent through email to [coordinator1.ncl@acsir.res.in](mailto:coordinator1.ncl@acsir.res.in) so as to reach latest by 31 July 2015 without any attachment of certificates/testimonials. No hard copy is required to be sent separately.

The shortlisted candidates, fulfilling the eligibility criteria, will be intimated through email latest by 04 August 2015 to appear for interview at the venue mentioned below:

**Venue :** Student Academic Office, National Chemical Laboratory,  
Dr Homi Bhabha Road, Pune 411008

**Date :** 12 August 2015

**Time :** 8.30 am

The registration of candidates will start at 8.30 am and close by 9.00am. Candidates reaching the venue after 9.00 am will not be entertained under any circumstances.

**Details of the position:**

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

**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, the engagement 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 35 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**

The Executive Consultant should possess multi-tasking skills and should be able to take up responsibilities and handle diverse activities. He/She would liaison between the Coordinator of AcSIR-NCL and students enrolled and/or registered in AcSIR. The job would include maintaining and updating relevant records of AcSIR students and assisting the Coordinator in various administrative, financial, academic matters and other duties and responsibilities as assigned by the Coordinator related to functioning of AcSIR at CSIR-NCL.

**General Terms and Conditions**

- No TA/DA will be payable to Candidates appearing for 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-NCL.
- Two recent Passport size coloured photograph.
- Advertisement is no commitment.
- Canvassing in any form will be a disqualification.
- Those who do not meet the essential requirements will not be eligible to appear for Interview.