

**Academy of Scientific & Innovative Research**

**Coordination Office**

**CSIR-Central Road Research Institute Campus, Delhi-Mathura Road, New Delhi – 110 025**

**WALK-IN-INTERVIEW FOR SELECTION**

**TO THE POSITION OF EXECUTIVE ASSISTANT**

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 Assistant at its Coordination Office located in CSIR-CRRI Campus, New Delhi, and invites applications in the prescribed form, from the candidates fulfilling the qualifications and experience, as detailed hereinafter.

**The application form may be downloaded by the applicant from <http://goo.gl/kMk5iq> and to be submitted by the applicant duly completed and signed along with self-attested copies of certificates/testimonials at the time of 'Walk-in-Interview'.**

The candidates fulfilling the requirements may appear for 'Walk-in-Interview' at the venue, date and time mentioned below:

**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:** Thursday, 19<sup>th</sup> of November, 2015

**Time :** 10:30 AM onwards

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:**

<b>Name of the position</b>	<b>No. of position</b>	<b>Essential Qualifications</b>	<b>Desirable Experience</b>	<b>Consolidated remuneration</b>
Executive Assistant	One	<p>Graduate (B.Sc./B.A./B.Com) or equivalent from a recognized University or Statutory Body, as a regular student.</p> <p>Minimum one year work experience acquired after obtaining the minimum educational qualifications required for the post.</p> <p>Familiarity with Internet, email, Skype, etc.</p> <p>Proficient in spoken and written English with good communication skills.</p>	Diploma/Certificate in Computer Applications and basic typing skill from a reputed and recognized Institute/Body.	Consolidated remuneration between Rs. 14,000/- and Rs. 20,000/-per month depending upon the qualifications, experience and suitability subject to the recommendation of the Selection Committee. No other allowances, perks are payable over and above the consolidated remuneration mentioned above.

**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 30 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**

Multi-tasks involving maintenance of academic records of students/faculty members, putting up of files, docketing of papers, keeping office records, preparation of cash vouchers, cheques, etc., vouching of bills, maintenance of financial records, typing work, etc.

Besides above, support in office work to the Associate Director and the Executive Consultants, coordination with the AcSIR Coordinators of the CSIR Laboratories, assist in preparation of documents for meetings, updating of website of AcSIR, and other related responsibilities as assigned from time to time by AcSIR functionaries.

**General Terms and Conditions**

- No TA/DA will be payable to Candidates called for and 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 all the certificates/certificates for records of AcSIR.
- Two recent Passport size colored photograph.
- Canvassing in any form will be a disqualification.