

Academy of Scientific & Innovative Research

Coordination Office

CSIR-Human Resource Development Centre Campus, Ghaziabad-201002 (U.P.)

RECRUITMENT FOR ENGAGEMENT AS 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 two positions of Executive Consultant at its Coordination Office located in CSIR-HRDC Campus, Ghaziabad (U.P.). The candidates fulfilling the qualifications and experience, as detailed hereinafter, may download the application form from <https://goo.gl/5gRB6P> and send it as signed PDF along with in MS Word format through Email to hr@acsir.res.in so as to reach latest by **20.02.2017**. No hard copy is required to be sent separately.

The shortlisted candidates, fulfilling the eligibility criteria, will be intimated through Email within a fortnight about the date and the time-slot to appear for interview at the venue mentioned below:

Venue : **AcSIR Coordination Office**
CSIR-Human Resource Development Centre Campus
Kamla Nehru Nagar, Ghaziabad-122002 (U.P.)

Details of the position:

Name of the position	No. of position	Qualifications & Experience	Consolidated emoluments
Executive Consultant	Two*	<p>A. <u>Qualifications</u></p> <p>i) <u>Essential</u> <u>The basic qualification</u> must be at least B. <u>Tech</u> Or <u>Post graduation</u> in any subject.</p> <ul style="list-style-type: none"> • Proficient in spoken and written English with good communication skills. • Good knowledge of computer applications and familiarity with office automation softwares. <p>ii) <u>Desirable</u></p> <p>Candidate having MBA in HR, Finance or a suitable combination thereof, from a recognized/reputed institute through a regular enrolment and not through correspondence, would be preferred.</p> <p>B. <u>Experience</u></p> <p><u>Essential</u></p> <p><u>Two years experience</u> in similar capacity or in research/policy domain.</p>	Consolidated emoluments within the range of Rs. 30,000/- to Rs. 60,000/- per month. Higher remuneration may be offered based on candidate's qualification, experience and performance in the selection interview

*Position-1: For Academic administration and/or Student Affairs; and
Position-2: For Financial activities

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 40 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

Executive Consultant should possess multi-tasking skills and should be able to take up a slew of responsibilities and handle diverse activities. He/She will be responsible for serving the Board of Governors and the Senate of the Academy by preparing the agenda, administrative, financial and academic matters assigned by the Associate Director/Director, notes and minutes of their meetings; taking necessary follow-up action for implementation of the decisions of BoG/Senate. He/She should be conversant with installation of (i) necessary electronic communication network for correspondence between the Headquarters and the Laboratories; (ii) appropriate software for efficient maintenance of accounts and office records; and (iii) devising the requisite MIS, and carrying out the directions of the Chairman, Director and Associate Director in regard to all facets of activities of the Academy. He/She shall also be responsible for all tasks related to the activities of the Academy, as may be assigned to him/her by the Associate Director.

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.**
- Two recent Passport size coloured photograph.
- Advertisement is no commitment.
- Canvassing in any form will be a disqualification.