



ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

AcSIR, Headquarters

CSIR-Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad – 201 002 (U.P.)

**WALK-IN-INTERVIEW FOR SELECTION
TO THE POSITIONS 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.

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 interdisciplinary 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.

AcSIR intends to fill up **Three positions of Executive Assistants at its Headquarters located in CSIR-Human Resource Development Centre Campus, Ghaziabad**, 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 (URL to be inserted) and 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 : Academy of Scientific and Innovative Research (AcSIR) Headquarters
CSIR-Human Resource Development Centre (CSIR-HRDC) Campus
Kamla Nehru Nagar, Ghaziabad – 201 002 (U.P.)
(Landmark: On Kendriya Vidyalaya-Indian Postal Academy Road)

Day/Date: October, 05, 2018

Time : 10:30 am

The registration of candidates will start at **09:30 hrs.** and close by **11:00 hrs.** Candidates reaching the venue after 11:00 hrs. will not be entertained under any circumstances.

Details of the position:

Name of the position	No. of position	Essential Qualifications	Desirable Experience	Consolidated remuneration
Executive Assistant	Three*	<ol style="list-style-type: none">1. Graduate (B.Sc./B.A./B. Com) or equivalent from a recognized University or Statutory Body, as a regular student.2. Minimum one-year work experience acquired after obtaining the minimum educational qualifications required for the post in the relevant areas.3. Well-versed with Computational works including Word, Excel, Power point, e-communications (Email, Skype, etc.) and other relevant usage in this respect. <p>Proficient in spoken and written English with good communication skills</p>	Diploma/Certificate in Computer Applications and basic typing skill	<p>Initial Consolidated remuneration will be in the range of Rs. 15500/- to Rs. 18000/-per month depending upon the qualifications, experience and suitability, as recommended by the Selection Committee.</p> <p>No other allowances, perks are payable over and above the consolidated remuneration mentioned above.</p>

***Positions 1&2:** For Academic administration / Student Affairs / Multi-tasking; and
Position-3: 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 30 years (age relaxation up to 5 years for SC or ST or Physically Disabled or Woman - Widowed/Divorced/Judicially-separated but not remarried; and up to 3 years for OBC).

Responsibilities

Multi-tasks involving maintenance of records in the areas of Academics, Student related matters, Faculty related matters, putting up of files, docketing of papers, keeping office records, preparation of cash vouchers, cheques, etc., vouching of bills, maintenance of financial records etc.

Besides above, support to the office of the Director, Associate Directors, 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. He/she may be assigned to support other Officers of AcSIR or other tasks of the Academy as assigned by the Director, AcSIR. The work assignments may also have to be carried out parallelly.

General Terms and Conditions

- No TA/DA will be payable to Candidates for appearing for the Walk - in -Interview.
- Presently, the selected candidates would be required to report at the AcSIR Headquarters located in CSIR-Human Resource Development Centre Campus, Ghaziabad. However, the candidate may be required to serve on all India basis at any of the centres/ units of AcSIR located in different parts of the country, as per needs or requirements of AcSIR.
- 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

By the Order of the Director, AcSIR