



ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

**Office of the AcSIR Coordinator at CSIR - Central Food Technological Research Institute
(CSIR-CFTRI), Mysuru**

**INVITING APPLICATION 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.

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.

The Coordinator of AcSIR intends to fill up one position of **Executive Assistant**, presently for working at the Office of the AcSIR Coordinator at **CSIR - Central Food Technological Research Institute (CSIR-CFTRI), Mysuru**, 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 (www.cftri.res.in and acsir.res.in) and submitted online by the applicant, duly completed and signed, along with self-attested copies of certificates/testimonials, before the last date i.e. 24.07.2020.

The scanned application should be mailed to coordinator.cftri@acsir.res.in

The shortlisted candidates fulfilling the requirements will be called for **online interview on 5th August 2020, 10.00 AM onwards.**

Details of the position:

Name of the position	No. of position	Essential Qualifications	Desirable Qualification	Consolidated remuneration
Executive Assistant	One	<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.3. Well-versed with office automation software including Word, Excel, Power point, e-communications (Email, Skype, etc.)4. Proficiency in spoken and written English/Hindi language.	Diploma/ Certificate in Computer Applications	Entry Level remuneration for Executive Assistants will be consolidated Rs. 25,500/- per month. Other benefits payable over and above the consolidated remuneration mentioned above, as per AcSIR rules.

Tenure:

The engagement will be purely on contractual basis for a period of five years and does not have any provision for regularization.

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, financial matters including preparation of cash vouchers, vouching of bills, maintenance of financial records, putting up of files, docketing of papers, maintaining office records, etc.

Besides above, coordination with the AcSIR Coordinators of the CSIR Laboratories, assist in preparation of documents for meetings, 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.

General Terms and Conditions

- The Candidates will be required to send scanned copy of **All Certificates/testimonials**, for the Online-Interview (Degree/Diploma Certificates, Marks Sheet, Experience Certificates, proof of age and, the Caste Certificates issued by the Authorized Authorities/Bodies, if applicable).
- The selected candidates would be required to report at the Office of AcSIR Coordinator at CSIR-CFTRI, Mysuru. 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.

By the Order of the Director, AcSIR

Application Form for Interview for post of Executive Assistant

A. Personal Information						
Name in full (in block letters):					<i>Affix Recent Photograph</i>	
Father's Name:						
Nationality:						
Religion:						
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female					
Category:	<input type="checkbox"/> Gen <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> PH					
Date of Birth (as per SSLC/ HSC/ SSC/ Matric Certificate)	Date	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>
Address for Communication:						
	City:			Pin code:		
	State:					
Phone with STD code/ Mobile No.:						
E-mail:						
B. Academic Information (commencing with the Matriculation or equivalent examination in chronological order)						
Examinations Passed	Name of the Board/ University	Year of Passing	Subject/ Specialization	Percentage/ CGPA	Class/ Division	

C. Knowledge of Computer Applications

MS Excel	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
MS Word	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
MS Powerpoint	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Video Calling (Skype etc.)	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent

Please add additional skills, rate as above:

D. Work Experience (starting from the present employment), if any*

List Name & Address of the employer	Position Held and Nature of Work	Period		Permanent/ Temporary	Salary & Grade (annual)
		From	To		

*Please be brief, if extra space needed use **Page 4**

E. References

List two references (not relatives) having knowledge of your work performance, who might be contacted, if needed.

Name and Occupation	Address	E-mail and Phone/ Mobile

DECLARATION

I _____ hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/ distorted any material/ information, my engagement as Executive Assistant is liable to be summarily terminated without notice.

Date:

Place:

Signature

SPACE FOR ADDITIONAL ENTRIES
(Please mention section, to which the information pertains)
