



## **Academy of Scientific & Innovative Research**

### **INVITES APPLICATIONS FOR THE POSITION OF ASSISTANT MANAGER (FINANCE & ACCOUNTS)**

At the

**AcSIR, Headquarters**

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

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 **One position of Assistant Manager, in the area of Finance & Accounts, 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 from the AcSIR website <https://acsir.res.in> and submitted online by the applicant, duly completed and signed, along the self-attested copies of certificates/testimonials, before the last date i.e. 31.07.2022 at 05:00 P.M. positively.**

Applications received after the closing date (& time) will not be considered.

The scanned application should be mailed to [hr@acsir.res.in](mailto:hr@acsir.res.in) bearing the Subject line **“Application for the post of Assistant Manager at AcSIR HQs”**. Submission of hardcopy of application is not required.

The shortlisted candidates fulfilling the requirements will be called for **interview during the first fortnight of August, 2022**, the details of which will be intimated to the candidates in due course of time.

**Details of the position:**

<b>Name of the position</b>	Assistant Manager – Finance & Accounts
<b>No. of position</b>	One
<b>Essential Qualifications</b>	<ul style="list-style-type: none"><li>• Post Graduate Degree in Commerce/Finance/Computer Science/ or equivalent from a recognized University;</li><li>• At least Two years' Work experience in Finance &amp; Accounts and related areas including Accounting, Annual Budget, Annual Audit, Income Tax and other Finance and Accounts related matters for day-to-day operations.</li></ul>
<b>Desirable qualifications</b>	<ul style="list-style-type: none"><li>• Good knowledge of computer applications and familiarity with office automation soft wares;</li><li>• Proficiency in spoken and written English with good communication skills.</li></ul>
<b>Consolidated emoluments</b>	<ul style="list-style-type: none"><li>• Entry Level basic salary for Assistant Manager would be Rs. 29,200 in the scale of Rs. 29,200 - Rs. 92,300.</li><li>• Other benefits include transport allowance, NPS, annual reimbursement of Medical Insurance premium, annual performance linked incentives etc., and other terminal benefits as per the rules of AcSIR.</li></ul>

**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 upto 5 years for SC/ST/Physically Disabled/Woman – Widowed/Divorced/Judicially-separated and not remarried; and upto 3 years for OBC).

**Responsibilities**

The Assistant Manager should possess multi-tasking skills and should be able to take up responsibilities and handle diverse activities. Work experience in Finance and working knowledge in Finance related areas including Tally, knowledge on Income Tax related matters, Annual Budget, Maintenance of Accounts, Conduct of Annual Audit and other Finance and Accounts related matters for day-to-day operations. He/She would maintain liaison between the AcSIR Headquarters and the AcSIR Coordinators of the AcSIR Academic Centres and Associate Academic

Centres and would be responsible for maintenance of student's tuition fee related matters as well. The job would include maintaining and updating relevant records of AcSIR students and provide assistance to the Director, Associate Director and other officials of AcSIR in various finance related matters and other duties and responsibilities as assigned by the above officials related to proper functioning of 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 candidate will have to produce all the Certificates/Testimonials in original for verification.
- 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.
- Canvassing in any form will be a disqualification

*By the Order of the Director, AcSIR*

## Location: AcSIR Headquarters

CSIR- Human Resource Development Centre (CSIR-HRDC) Campus  
Sector 19, Kamla Nehru Nagar, Ghaziabad, Uttar Pradesh 201002

### Application Form for the position of Assistant Manager (Finance & Accounts)

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 <input type="checkbox"/> Other				
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:	<input type="text"/>	Pin code:	<input type="text"/>	
	State:	<input type="text"/>			
Phone with STD code/ Mobile No.:	<input type="text"/>				
E-mail:	<input type="text"/>				
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 Power-point	<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 Assistant Manager is liable to be summarily terminated without notice.

Date:

Place:

\_\_\_\_\_  
Signature

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

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