



**ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH**

**WALK-IN-INTERVIEW FOR THE POSITION OF EXECUTIVE ASSISTANT,  
ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH (AcSIR)**

**For the**

**Office of the AcSIR Coordinator at CSIR-National Geophysical Research Institute (CSIR-NGRI),  
Hyderabad**

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 Director, AcSIR intends to fill up one position of Executive Assistant at the Office of the AcSIR Coordinator at CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad, and invites applications in the prescribed form, from the candidates fulfilling the qualifications and experience, as detailed below:**

**The application form may be downloaded from <https://www.ngri.res.in/> and <https://acsir.res.in> 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: AcSIR Lecture Hall-2, Room no: 163, Extension Building, First Floor,  
CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad**

**Day/Date: Friday, June 23, 2023**

**Time : 10:00 AM onwards**

The registration of candidates will start at **09:00 AM** and close by **10:00 AM** positively.

**Details of the position:**

<b>Name of the position</b>	<b>No. of position</b>	<b>Essential Qualifications</b>	<b>Desirable Qualification</b>	<b>Consolidated remuneration</b>
<b>Executive Assistant</b>	<b>One</b>	<ol style="list-style-type: none"><li>1. Graduate (B.Sc./B.A./B.Com) or equivalent from a recognized University or Statutory Body, as a regular student.</li><li>2. Minimum one-year work experience acquired after obtaining the minimum educational qualifications.</li><li>3. Well-versed with office automation software including Word, Excel, Power point, e-communications</li><li>4. Proficiency in spoken and written English/Hindi language.</li></ol>	Diploma/ Certificate in Computer Applications	Entry Level basic remuneration for Executive Assistants will be Rs. 25,500/- per month.  Other benefits payable over and above the basic remuneration mentioned above are as per AcSIR rules, which includes HRA and Transport Allowances as per eligibility.

**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 32 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**

- No TA/DA will be payable to Candidates for appearing for the Walk - in -Interview.
- The selected candidates would be required to report at the Office of AcSIR Coordinator at CSIR-NGRI, Hyderabad. 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** for the walk-in-Interview (Degree/Diploma Certificates, Marks Sheet, Experience Certificates, proof of age and, the Caste Certificates issued by the Authorized Authorities/Bodies, if applicable), 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*

**Application Form for the position of Executive Assistant**

**Location: Office of AcSIR Coordinator, CSIR-National Geophysical Research Institute, Hyderabad**

<b>A. Personal Information</b>						
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 style="width: 100%;" type="text"/>	Month	<input style="width: 100%;" type="text"/>	Year	<input style="width: 100%;" type="text"/>
Address for Communication:						
	City:			Pin code:		
	State:					
Phone with STD code/ Mobile No.:						
E-mail:						
<b>B. Academic Information</b> (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

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

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