



ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

RECRUITMENT FOR (i) TWO POSITIONS OF EXECUTIVE ASSISTANT; (ii) TWO POSITIONS OF ASSISTANT MANAGER; (iii) TWO POSITIONS OF MANAGER; AND (iv) ONE POSITION OF SENIOR MANAGER AT AcSIR HEADQUARTERS

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

The **Academy of Scientific & Innovative Research (AcSIR)** has been established by an Act of Parliament, as an **Institution 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 (<https://acsir.res.in/>).

AcSIR invites applications from suitable candidates for **(i) Two Positions of Executive Assistant; (ii) Two Positions of Assistant Manager; (iii) Two Positions of Manager; And (iv) One Position of Senior Manager for its Headquarters at Sector 19, Kamla Nehru Nagar, Ghaziabad, Uttar Pradesh 201002.**

The appointment will be purely on a contractual basis through open selection, for a period of five years from the date of appointment on contract. The contract of appointment may be renewed on further similar terms.

Qualification, Experience and Age:

	Senior Manager	Manager	Assistant Manager	Executive Assistant
Essential Qualification	Master's Degree with at least 55% marks or its equivalent grade in area of Management / Sciences / Engineering / Information Technology / Commerce / Human Resources;		Post Graduate Degree in the area of Management/ Commerce/Finance/Computer Science/ or equivalent from a recognized University	Graduate (B.Sc./B.A./ B.Com)/ PG Diploma or equivalent from a recognized University or Statutory Body
Desirable Qualification	Good knowledge of computer applications, familiarity with office automation software, good verbal & written communication and presentation skills			
Experience	07 years of experience in Educational/ Scientific Administration OR Comparable experience in research establishments and other institutions of higher education OR At least 07 years of administrative experience;	05 years of experience in Educational/ Scientific Administration OR Comparable experience in research establishments and other institutions of higher education OR At least 05 of administrative experience;	02 years of experience in Educational/ Scientific Administration OR Comparable experience in research establishments and other institutions of higher education OR At least 02 years of administrative experience;	Minimum one-year work experience acquired after obtaining the minimum educational qualifications
Age	Not exceeding 50 years	Not exceeding 50 years	Not exceeding 35 years	Not exceeding 32 years
Relaxation	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			
	The qualifications and experience can be relaxed in the case of exceptionally meritorious candidates/candidates having exceptional experience with approval of the Chairperson of the Board		The qualifications and experience can be relaxed in the case of exceptionally meritorious candidates/candidates having exceptional experience with approval of the Director, AcSIR	



Remuneration:

Senior Manager	Manager	Assistant Manager	Executive Assistant
in the basic scale of Rs. 56,100/- to 1,77,500/-. The entry level basic salary will be fixed on the recommendation of the Selection Committee in the range of Rs. 56,100/- to 59,500/-, commensurate with the experience and performance at the selection interview by the candidate.	in the basic scale of Rs. 47,600/- to 1,51,100/-. The entry level basic salary will be fixed on the recommendation of the Selection Committee in the range of Rs. 47,600/- to 50,500/-, commensurate with the experience and performance at the selection interview by the candidate.	In the basic scale of Rs. 29,200/- to Rs. 92,300/-. The entry level basic salary will be fixed on the recommendation of the Selection Committee in the range of Rs. 29,200 to 31,000, commensurate with the experience and performance at the selection interview by the candidate.	In the basic scale of Rs. 25,500/- to Rs. 81,800/-. The 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 include HRA, Transport Allowance, yearly performance incentive, reimbursement of annual medical insurance premium. Terminal Benefits include NPS, Gratuity and Leave encashment, as per rules of AcSIR.			

The application form may be downloaded from <https://acsir.res.in>. The filled-up form, duly completed and signed, along with detailed resume and self-attested copies of certificates/ testimonials, may be sent through email to the Director, AcSIR at hr@acsir.res.in bearing Subject Line:

- (i) Application for the position of Executive Assistant; OR**
- (ii) Application for the position of Assistant Manager; OR**
- (iii) Application for the position of Manager; OR**
- (iv) Application for the position of Senior Manager.**

Applications received by email, **up to 5.00 PM on Friday, December 15, 2023** will be considered for the positions. The shortlisted candidates will be intimated by email the date, time and venue of the interview;

Any applicant not found suitable for the position applied for, may be considered for the next lower position, but not vice-versa;

AcSIR reserves the right to cancel/reject any or all the applications without assigning any reasons and not to fill any of the positions in case no suitable candidate is found.

Director, AcSIR