

**RECRUITMENT FOR THE POSITIONS OF EXECUTIVE ASSISTANT (02 POSTS) AT AcSIR  
HEADQUARTERS, GHAZIABAD**

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

With reference to the Advertisement released by AcSIR on November 10, 2023, inviting applications for the positions of Executive Assistant at AcSIR HQs., Ghaziabad, the names of the following applicants, shortlisted for the position of Executive Assistant, as per the shortlisting criteria, appear in alphabetical order (and do not reflect order of merit):

Sl. No.	NAME OF THE APPLICANT	Father's Name	Shortlisted
1	AAKASH SAINI	Sh. Ashok Kumar Saini	Shortlisted
2	ABHISHEK KUMAR	Sh. Shivadhar	Shortlisted
3	ABHISHEK KUMAR	Sh. Arvind Kishor Prabhat	Shortlisted
4	ABHISHEK TRIPATHI	Sh. Akhilesh Tripathi	Shortlisted
5	ABINASH MANDHATA	Sh. Akshaya Kumar Mandhata	Shortlisted
6	ADARSH KUMAR MISHRA	Sh. Sarvesh Kumar Mishra	Shortlisted
7	ADITYA PAWAR	Sh. Vijender Pawar	Shortlisted
8	ADITYA SRIVASTAVA	Sh. Ramesh Kumar Srivastava	Shortlisted
9	ANURITI SAXENA	Sh. Rritvik Saxena	Shortlisted
10	APHIYA AMULYA PALLE	Sh. Pal Ananth Babu	Shortlisted
11	ATUL KUMAR	Sh. Jogender Singh	Shortlisted
12	CHANDAN RAMNARAYAN THAKUR	Sh. Ramnarayan Thakur	Shortlisted
13	DIGVIJAY SAHEBRAO GAJBHIYE	Sh. Sahebrao	Shortlisted
14	DONDAPATI SAMUEL JEEVAN RUFUS	Sh. Dondapati Samuel Joseph	Shortlisted
15	FARHEEN JABEEN	Sh. Javed Minhaj	Shortlisted
16	GAURAV AJMERA	Sh. Sh. Rishabh Ajmera	Shortlisted
17	GOVIND KUMAR	Sh. Mani Ram	Shortlisted
18	JAGMOHAN	Sh. Laxman Singh Rautela	Shortlisted
19	KHUSHBOO DANG	Sh. Kishan Dang	Shortlisted
20	KIRTI WADHWA	Sh. Jagdish Kumar Wadhwa	Shortlisted
21	MADHAB PAL CHOUDHURY	Sh. Jagannibas Paul Chaudhary	Shortlisted
22	NEHA BOBLE	Sh. Trilok Nath	Shortlisted
23	PANKAJ SAHU	Sh. Gajanand Sahu	Shortlisted
24	PARAS MALIK	Sh. Raj Kumar Malik	Shortlisted
25	PIU NANDY	Sh. Shankar Nandy	Shortlisted
26	POOJA TYAGI	Sh. Sushil Kumar Tyagi	Shortlisted
27	PRIYA RAWAT	Sh. Ajeet Singh Rawat	Shortlisted
28	PRIYA SHARMA	Sh. Mukesh Sharma	Shortlisted
29	RAHUL BALAKRISHNAN	Sh. Balakrishnan N	Shortlisted
30	RAHUL TIWARI	Sh. Rajendra Tiwari	Shortlisted





Sl. No.	NAME OF THE APPLICANT	Father's Name	Shortlisted
31	RICHA SINGH	Sh. Kishan Singh	Shortlisted
32	ROHAN KUMAR	Sh. Anil Kumar Goel	Shortlisted
33	SHUBHAM TOMAR	Sh. Yashveer Singh Tomar	Shortlisted
34	SIMRAN KAUR	Sh. Dharminder Singh	Shortlisted
35	SOURAV RAI	Sh. Shiv Chander Rai	Shortlisted
36	SOURAV RAI	Late. Shiv Chander Rai	Shortlisted
37	SUBODH KUMAR	Sh. Prem Chand Singh	Shortlisted
38	SUKTHAE KRISHNA PRASAD	Sh. S Durga Prasad	Shortlisted
39	SWARNA	Sh. Nabind Kumar Singh	Shortlisted
40	UJALA KUMARI	Sh. Prakash Sahu	Shortlisted
41	VARSHA AHLAWAT	Sh. Davender Singh	Shortlisted
42	VISHAL GUPTA	Sh. Shivji Gupta	Shortlisted

**Criteria adopted for determining the eligibility of the applications:**

1. 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;
2. Essential Qualification: Graduate (B.Sc./B.A./B.Com)/ PG Diploma or equivalent from a recognized University or Statutory Body;
3. Desirable Qualification: Computer/Office software knowledge;
4. Experience: Minimum One year;
5. Last date of receipt of application considered upto 12:00 midnight of 15.12.2023;

**Criteria adopted for shortlisting the eligible Applications:**

1. Total Score of 8.0 ( $\geq 8.0$ ) have been shortlisted for interview;
2. Scoring criteria adopted:
  - a) Academic: 6 marks

Examination	% Marks	Marks considered	% Marks	Marks considered
10th	50-60	1	>60	2
12th	50-60	1	>60	2
Graduation	50-60	0.5	60-70	1
			>70	2

- b) Experience: 4 marks  
>1 years' experience: 1 Mark  
Relevant Experience: 3 Marks

The applicants who have not been shortlisted and feel that they meet the shortlisting criteria, may e-mail their objections to the Director, AcSIR at [hr@acsir.res.in](mailto:hr@acsir.res.in) by 12.05.2024 positively. Beyond this date, no further objections raised will be entertained.

By the order of the Director, AcSIR

