



ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

**RECRUITMENT FOR THE POSITION OF EXECUTIVE ASSISTANT,
ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH (AcSIR)**

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

Uppal Road, Hyderabad-500007, Telangana, India.

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 for One position of Executive Assistant at the Office of the AcSIR Coordinator at CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad.

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

Qualification, Experience and Age:

Essential Qualification	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	Minimum one-year work experience acquired after obtaining the minimum educational qualifications
Age	Not exceeding 35 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 Director, AcSIR
Remuneration	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.

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.
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The application form may be downloaded from <https://www.ngri.res.in/> or <https://acsir.res.in>. The filled-up form, duly completed and signed, along the self-attested copies of certificates/testimonials may be sent through email to the coordinator.ngri@acsir.res.in, bearing Subject Line:

“Application for the position of AcSIR Executive Assistant at CSIR-NGRI”.

Applications received by email, till **21st August, 2024, Wednesday** will be considered for the position. The shortlisted candidates will be intimated by email.

Details of the Interview:

Venue: CSIR-National Geophysical Research Institute, Hyderabad

Day/Date: Date of the Interview to be intimated to the Shortlisted candidates

Time: To be intimated

General Terms and Conditions

- No TA/DA will be payable to Candidates for appearing at the 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 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

Director, AcSIR

Application Form for the position of Executive Assistant

A. Personal Information					
Name in full (in block letters):					<i>Affix Recent Photograph</i>
Father's Name:					
Nationality:					
Religion:					
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>				
Category:	<input type="checkbox"/> Gen <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> PH <input type="checkbox"/> Woman - Widowed/Divorced/Judicially- separated but not remarried				
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	<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)
