



ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

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

**At the
Office of the AcSIR Coordinator at CSIR–Central Building Research Institute, Roorkee**

The **Academy of Scientific & Innovative Research (AcSIR)** was 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– Central Building Research Institute, Roorkee.

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	Bachelor’s Degree from a recognized university / institute with a minimum of 50% marks or an equivalent grade
Desirable Qualification	Proficiency in computer applications (including MS Office), familiarity with office automation software, good verbal & written communication and presentation skills
Experience	Minimum one-year work experience acquired after obtaining the essential qualifications
Age	35 years for UR candidates, as on last date of receipt of application as notified in the advertisement, without consideration of extension of date, if any
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
Remuneration	In the basic scale of Rs. 35,400 to 1,12,400 /-.
	Other benefits payable, over and above the basic remuneration, as mentioned above, include HRA, Transport Allowance, Yearly Performance Incentive, reimbursement of Annual Medical Insurance Premium and reimbursement for Medical Expenses for OPD, as per rules.
	Terminal Benefits include NPS, Gratuity and Leave encashment, as per rules.
Responsibilities	Providing assistance to the AcSIR Coordinator in Student and Faculty related matters; maintenance of all official records; conducting meetings; assist in preparation of documents for meetings, and other related responsibilities as assigned by AcSIR Coordinator/ HQs.

The application form may be downloaded from <https://cbri.res.in/> or <https://acsir.res.in>. The duly completed and signed application form, along the self-attested copies of certificates/testimonials is to be sent only through email (and not hard copy) to the coordinator.cbri@acsir.res.in, bearing Subject Line “Application for the position of AcSIR Executive Assistant at CSIR-CBRI, Roorkee”.

The last date for receiving the completed application form: **February 15, 2025 (Saturday)**

The shortlisted applicants will be intimated through e-mail and will have to appear for a Selection Interview at CSIR-CBRI, Roorkee, as per date and time indicated in the call letter.

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-CBRI, Roorkee.
- 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.

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:	<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 <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:			Pin code:		
	State:					
Phone with STD code/ Mobile No.:						
E-mail:						
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)
