

Advertisement No. 01/2025

RECRUITMENT NOTIFICATION

The Academy of Scientific & Innovative Research (AcSIR) is an Institution of National Importance and is currently the largest higher education institution in India for Doctoral Research. AcSIR is ranked 9th by NIRF (2025) in the Research Institutions category, among the Higher Educational Institutions in India.

AcSIR invites applications from highly motivated and suitably qualified candidates for appointment to the following positions. Positions at Sl. No. 1 to 5 are for its Headquarters at Sector-19, Kamla Nehru Nagar, Ghaziabad, Uttar Pradesh and the positions 6 to 8 are for the Research Institutes in various parts of the country, as mentioned against each post:

S.No.	Name of the Position	No of Posts
1.	Assistant Director (Administration & Finance)	01 (General)
2.	Senior Manager (Administration & Finance -1; Academics - 1)	02 (General)
3.	Manager	02 (General)
4.	Assistant Manager	04 (3 General + 1 OBC)
5.	Executive Assistant for AcSIR HQs., Ghaziabad	04 (3 General + 1 OBC)
6.	Executive Assistant for CSIR-CBRI, Roorkee	01 (General)
7.	Executive Assistant for CSIR-CIMAP, Lucknow	01 (General)
8.	Executive Assistant for CSIR-NIScPR, New Delhi	01 (SC)

1. Assistant Director: (Administration & Finance)	
Essential Qualifications	Master's Degree from a recognized University/Institute with a minimum of 55% marks or an equivalent grade in a point scale.
Essential Experience	Minimum 15 years of experience in educational administration / scientific administration/research establishments/other institutions of higher education; out of which at least 8 years of experience as Deputy Registrar or an equivalent post.
Desirable Experience	Requisite experience in following areas (a) Finance & Accounts: Financial Planning, including, Budgeting, Audit, Income Tax, etc. (b) Administration, including, general office administration, Stores & Purchase, legal documentation, RTI and overall institutional administrative governance.
Maximum Age	Below 57 years
Remuneration	Basic Scale of Rs. 1,31,100 – Rs. 2,16,600 OR Rs. 1,44,200 - Rs. 2,18,200 plus applicable allowances.

2. Senior Manager: (Administration & Finance - 1 & Academics - 1)	
Essential Qualifications	Master's Degree from a recognized University / Institute with a minimum of 55% marks or an equivalent grade in a point scale.
Essential Experience	Minimum 09 years of experience in educational administration / scientific administration / research establishments / other institutions of higher education; out of which at least 5 years of experience as Assistant Registrar or an equivalent post.
Desirable Qualification/ Experience	Master's degree in Science/Engineering/Commerce/Management/ Information Technology/Computer Applications. Ability to supervise large teams and oversee inter-institutional administrative/ academic coordination; Experience in strategic planning, institutional development, policy execution and HR; Administrative/Academic governance and experience in managing administrative/academic processes and procedures.
Maximum Age	50 years
Remuneration	Basic Scale of Rs. 78,800 – Rs. 2,09,200 plus applicable allowances.

3. Manager	
Essential Qualifications	Master's Degree or equivalent from a recognized University / Institute with a minimum of 55% marks or an equivalent grade in a point scale.
Essential Experience	Minimum 05 years of administrative experience in educational / scientific administration / research establishments / other institutions of higher education.
Desirable Qualification/ Experience	Master's degree in Science/Engineering/Commerce/Management/ Information Technology/Computer Applications. Experience in strategic planning, institutional development, policy execution and HR; Administrative/Academic governance and experience in managing administrative/academic processes and procedures. Proficiency in MS Office and digital document/data management; Excellent communication and presentation skills.
Maximum Age	50 years
Remuneration	Basic Scale of Rs. 56,100 – Rs. 1,77,500 plus applicable allowances.

4. Assistant Manager	
Essential Qualifications/ Experience	Master's degree from a recognized University / Institute with a minimum of 55% marks or an equivalent grade in a point scale with at least 2 years of work experience in educational/scientific administration/ research establishments/higher education institutions; OR Bachelor degree from a recognized university / institute with a minimum of 55% marks or an equivalent grade in a point scale with at least 7 years of work experience in educational / scientific administration/research establishments/higher education institutions.
Desirable Qualification/ Experience	Master's degree in Science/Engineering/Commerce/Management/ Information Technology/Computer Applications or equivalent; Experience

	related to Academics/Student affairs; Proficiency in computer applications and office automation software, including MS-office. Excellent verbal & written communication skills.
Maximum Age	40 years
Remuneration	Basic Scale of Rs. 44,900 – Rs. 1,42,400 plus applicable allowances

5. Executive Assistant	
Essential Qualifications	Bachelor's Degree from a recognized University / Institute with a minimum of 50% marks or an equivalent grade in a point scale.
Essential Experience	Minimum 01-year experience in educational / research establishment.
Desirable Experience	Proficiency in computer applications and office automation softwares, including MS-office. Excellent verbal & written communication skills. Experience of handling large data and digital data & record management.
Maximum Age	35 years
Remuneration	Basic Scale of Rs. 35,400 – Rs. 1,12,400 plus applicable allowances.

General Information and Instructions

- The appointment will be made purely on a contractual basis through open selection, for a maximum period of five years, including a one-year probation period. The contract of appointment may be extended, based on the performance and institutional requirements.
- Age Relaxation for applying:
 - SC/ST/PwD/Women (Widowed/Divorced/Judicially-Separated but not remarried) – Upto 5 years
 - OBC (NCL) – Upto 3 years
 - For the serving AcSIR employees, a relaxation of 5 years shall be granted, to apply against open posts (except for the position of Assistant Director).

(The maximum age limit shall be determined as on the last date of receipt of applications, as notified in the advertisement)
- Other benefits payable over and above the basic remuneration include HRA, Transport Allowance, annual performance incentive, reimbursement of annual medical insurance premium and medical expenses for OPD. Terminal Benefits include NPS, Gratuity and Leave encashment, as per the AcSIR extant rules.
- AcSIR reserves the right to decrease or increase the number of posts at all positions or to cancel/reject any or all the applications or to withdraw the advertisement without assigning any reasons and not to fill any of the positions in case no suitable candidate is found.
- Any applicant not found suitable for the position applied for, may be considered for the next lower position.
- Any updates and notifications with respect to this advertisement shall only be posted on the AcSIR website (www.acsir.res.in). Accordingly, the applicants are advised to check the website regularly.

The duly completed and signed application form, along with detailed resume and self-attested copies of certificates including a valid reservation certificate, if applicable, may be sent as a single **.pdf file** through email to recruitment-2025@acsir.res.in bearing Subject Line “Application for the position of [Post Name]”.

Last date of receiving completed Applications is November 14, 2025.

Director, AcSIR