



ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

**INVITING APPLICATION FOR SELECTION  
TO THE POSITION OF EXECUTIVE ASSISTANT**

At the

**AcSIR, Headquarters**

**CSIR-Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad –  
201 002 (U.P.)**

The Academy of Scientific & Innovative Research (AcSIR) has been established by an Act of Parliament, as an **Institute 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.

The main objectives of AcSIR are – dissemination of advanced knowledge in science and technology, by providing teaching and research facilities in emerging and futuristic areas of interdisciplinary and multi-disciplinary areas; establishment of linkages with industries; collaboration with reputed universities and institutions in India and abroad; and promotion of research in science and technology having a bearing on social, economic, cultural and intellectual welfare of the people.

AcSIR intends to fill up **One position of Executive Assistants at its Headquarters located in CSIR-Human Resource Development Centre Campus, Ghaziabad**, and invites applications in the prescribed form, from the candidates fulfilling the qualifications and experience, as detailed hereinafter.

**The application form may be downloaded from the AcSIR websites <https://acsir.res.in> and submitted online by the applicant, duly completed and signed, along the self-attested copies of certificates/testimonials, before the last date i.e. 29.03.2022 at 05:00 P.M. positively.**

Applications received after the closing date (& time) will not be considered.

**The scanned application should be mailed to [hr@acsir.res.in](mailto:hr@acsir.res.in).** Submission of hardcopy of application is not required.

The shortlisted candidates fulfilling the requirements will be called for **online interview on Wednesday, April 13, 2022 from 10.00 AM onwards.**

**Details of the position:**

<b>Name of the position</b>	<b>No. of position</b>	<b>Essential Qualifications</b>	<b>Desirable Experience</b>	<b>Consolidated remuneration</b>
<b>Executive Assistant</b>	<b>One</b>	<ol style="list-style-type: none"><li>1. Graduate (B.Sc./B.A./B. Com) or equivalent from a recognized University or Statutory Body, as a regular student.</li><li>2. Minimum one-year work experience acquired after obtaining the minimum educational qualifications.</li><li>3. Well-versed with office automation software including Word, Excel, Power point, e-communications (Email, Skype, etc.)</li><li>4. Proficiency in spoken and written English/Hindi language.</li></ol>	Diploma/ Certificate in Computer Applications	Entry Level remuneration for Executive Assistants will be consolidated Rs. 25,500/- per month.  Other benefits payable over and above the consolidated remuneration mentioned above, as per AcSIR rules.

**Tenure:**

The engagement will be purely on contractual basis for a period of 5 years.

**Age:**

Not exceeding 32 years as on the closing date, i.e., March 29, 2022 (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).

**Responsibilities**

Multi-tasks involving maintenance of records in the areas of Academics, Student related matters, faculty related matters, maintenance of website, financial matters including preparation of cash vouchers, cheques, vouching of bills, maintenance of financial records, putting up of files, docketing of papers, keeping office records, etc.

Besides above, support to the office of the Director, Associate Directors, coordination with the AcSIR Coordinators of the CSIR Laboratories and the Associate Deans and Deans of AcSIR, assist in preparation of documents for meetings, updating of website of AcSIR, 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.

### **General Terms and Conditions**

- The Candidates will be required to send scanned copy of **All Certificates/testimonials**, for the online Interview (Degree/Diploma Certificates, Marks Sheet, Experience Certificates, proof of age and, the Caste Certificates issued by the Authorized Authorities/Bodies, if applicable). The selected candidate have to produce all the Certificates/Testimonials original for verification.
- The selected candidates would be required to report at the AcSIR Headquarters located in CSIR-Human Resource Development Centre Campus, Ghaziabad. 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.
- Canvassing in any form will be a disqualification

*By the Order of the Director, AcSIR*