

WALK-IN-INTERVIEW FOR THE POST OF EXECUTIVE CONSULTANT IN INTERIM ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

It is proposed to appoint, 4 Executive Consultants, on ad-hoc basis, in the interim Academy of Scientific and Innovative Research (AcSIR), an institution for imparting instruction and awarding degrees in frontier areas of science and technology, established by Resolution No 6/1/CSIR-AcSIR/2010-PPD dated 01/07/2010, of Department of Scientific and Industrial Research, Government of India. The appointment will be made on the basis of assessment of candidates through a process of walk-in-interviews to be held from 10.00 am to 2.00 pm at Anusandhan Bhawan, 2 Rafi Marg, new Delhi-110001 on 9th July, 2011. Candidates who fail to register at the counter at the Reception Desk of Anusandhan Bhawan, New Delhi by 9.00 am will not be allowed to take the interview, under any circumstance.

2. JOB REQUIREMENTS:

The Executive Assistants should possess multi-tasking skills and should be able to take up a slew of responsibilities and handle diverse activities. They will be required to possess excellent communication skills; good command of English; expertise in personnel management/ finance; proficiency in all aspects of computer applications and possess social skills to network.

3. JOB RESPONSIBILITIES:

The Executive Assistants will be responsible for servicing the Board of Governors and the Senate of the Academy by preparing the agenda notes and minutes of the meetings; taking necessary follow up action for implementation of the decisions of BOG/ Senate; organization of meetings; installation of necessary electronic communication network for correspondence between the Headquarters and the Laboratories; installation of appropriate software for efficient maintenance of accounts and office records; devising the requisite MIS and carrying out the

directions of the Chairperson, Board of Governors of the Academy, Director and Associate Directors of the Academy.

4. Essential Qualifications:

The Executive Consultants should be professionals with a post-graduate degree in a science subject or an MBA degree, preferably in Finance and Administration disciplines. The MBA degree should have been obtained from a reputed institution through regular enrolment and physical attendance and not through correspondence/ distant communication. The basic qualification must be at least a first division in B.Tech or graduation in any subject.

5. Desirable Qualifications:

Experience of minimum 2 years in research / policy domain.

6. EMOLUMENTS:

The consolidated emoluments of the ad-hoc Executive Consultants will be fixed within the range of Rs. 30,000/- to 60,000/- having regard to qualification and experience of the candidate.

7. TENURE:

The appointment of Executive Consultants, on ad-hoc basis, will be for a period of one year.

8. TA/DA FOR INTERVIEW:

TA/DA will not be paid to the candidates who appear for the walk-in-interview.