

Walk-in-Interview

Executive Consultants

The Interim Academy of Scientific and Innovative Research (AcSIR) invites eligible candidates to appear for a walk-in-interview on contractual positions of Executive Consultant.

Venue:Academy of Scientific and Innovative Research (AcSIR), Room 301, CSIR-HQ, Anusandhan Bhawan, 2, Rafi Marg, New Delhi.

Date: 2nd November, 2011

Time:10.30 AM

Details of the positions:

Name of the position	No. of positions	Essential Qualifications	Desirable qualifications	Consolidated emoluments
Executive Consultant	Two	<p>First Division MBA preferably in HR or Finance or equivalent from a recognized/reputed institute through a regular enrolment and not through correspondence. The basic qualification must be at least First Class in B. Tech or First class Post graduation in any subject</p> <ul style="list-style-type: none">• Proficient in spoken and written English with good communication skills,• Net savvy and familiar with Internet, e-mail, Skype• The Executive Consultants should possess multi-tasking skills and should be able to take up a slew of responsibilities and handle diverse activities	<ul style="list-style-type: none">✓ Work experience in similar capacity or in research/policy domain.✓ Good knowledge of computer applications and familiarity with office automation soft ware.	Appropriate consolidated emoluments starting from Rs. 30,000/- per month to Rs. 60,000/- pm depending up on the skill sets, experience and performance in the interview

Duration:

The appointment of Executive Consultants on ad hoc basis will be for a period of one year. Executive Consultants selected on regular basis will be appointed on probation for a period of one year and appointment will be extended for a further period of two years based on assessment of work at the end of the probation period. On expiry of the extended period of 3 years, based on a further assessment of work done during the entire period of appointment,

the appointment may be further extended up to a maximum of period of two years so that the entire appointment on contractual basis does not exceed 5 years.

Age limit:

Not exceeding more than 35 years

Nature of work duties and assignments:

The Executive Consultants should possess multi-tasking skills and should be able to take up a slew of responsibilities and handle diverse activities. They will be responsible for servicing the Board of Governors and the Senate of the Academy by preparing the agenda, administrative, financial and academic matters assigned by the Associate Director/Director, notes and minutes of their meetings; taking necessary follow-up action for implementation of the decisions of BOG/Senate; 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 Chairman, Director and Associate Director in regard to all facets of activities of the Academy. The Executive Consultants posted in the Labs will work with the Coordinators and report through them to the Associate Directors. The Executive Consultants posted at the Headquarters will report directly to the Associate Director and assist the Associate Director in carrying out his responsibilities. Executive Consultants shall be responsible for all tasks related to the activities of the Academy, as may be assigned to them by the Associate Director.

Please Note:

- **Bring All ORIGINAL documents (Certificates & mark sheets of essential qualifications desirable qualifications, proof of age and Caste etc) along with one set of self attested photocopies of the same for verification and record.**
- **Please bring 2 passport size colored photographs**
- **Those who do not meet the essential requirements are not eligible to appear for Walk- in- Interview.**
- **No TA/DA will be given.**