



Walk-in-Interview

Executive Consultants

CSIR-Institute of Genomics and Integrative Biology (CSIR-IGIB) invites eligible candidates to appear for a walk-in-interview for the position (contractual) of Executive Consultant in AcSIR-IGIB.

Date: 22nd September, 2012 (Saturday)

Time: 10.00 am onwards (NOTE: candidates reporting after 10:30 am will not be considered)

Venue: CSIR-IGIB, Mall Road, New Delhi-11007.

Details of the position:

Name of the position	No. of positions	Essential Qualifications	Desirable qualifications	Consolidated emoluments
Executive Consultant	One	First Division MBA preferably in HR or Finance 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 Science <ul style="list-style-type: none">• Proficient in spoken and written English with good communication skills	Work experience in similar capacity or in research/policy domain. ☐ Good knowledge of computer applications and familiarity with office automation softwares.	consolidated emoluments of Rs. 30,000/-per month

Age limit: Not exceeding more than 35 years on the date of interview

Nature of work duties and assignments:

The Executive Consultant should possess multi-tasking skills and should be able to take up responsibilities and handle diverse activities. He/She would liaison between coordinator of AcSIR-IGIB and students enrolled and/or registered in AcSIR. The job would include maintaining and updating relevant records of AcSIR students and assisting the coordinator in various administrative, financial and academic matters related to functioning of AcSIR-IGIB.

Duration: Initially, the appointment of the Executive Consultant on ad hoc basis will be for a period of one year (Likely to be extended based on performance).

Please Note:

- Please 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 for appearing in the interview.