

## Walk-in-Interview

### Executive Consultants

CSIR-Indian Institute of Toxicology Research (CSIR-IITR) invites eligible candidates to appear for a walk-in-interview on contractual position of Executive Consultant under AcSIR-IITR.

**Date:** 18<sup>th</sup> September, 2012

**Time:** 10.30 AM

**Venue:** Seminar Hall, CSIR-Indian Institute of Toxicology Research, MG Marg, Lucknow, UP 226 001.

#### **Details of the position:**

<b>Name of the position</b>	<b>No. of positions</b>	<b>Essential Qualifications</b>	<b>Desirable qualifications</b>	<b>Consolidated emoluments</b>
Executive Consultant	One	First Division MBA(preferably in Finance or equivalent) from a recognized/ reputed institute through a regular enrolment and not through correspondence (or) First Class in B. Tech or First class Post graduation in any subject  Proficient in spoken and written English with good communication skills, Net savvy and familiar with Internet, e-mail, Skype The Executive Consultant should possess multitasking skills	Work experience in similar capacity or in research/policy domain. Good knowledge of computer applications and familiarity with office automation soft ware.	consolidated emoluments of Rs. 30,000/-per month

**Age limit:** Not exceeding more than 35 years

#### **Nature of work duties and assignments:**

The Executive Consultant should possess multi-tasking skills and should be able to take up a slew of responsibilities and handle diverse activities. He/She will be responsible for preparing the agenda, administrative, financial and academic matters assigned by the Coordinator, AcSIR-IITR/Director, notes and minutes of AcSIR-IITR meetings; The Executive Consultant shall be responsible for all tasks related to the activities of the AcSIR-IITR, as may be assigned to him by the Coordinator, AcSIR-IITR/Director.

**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.